



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2020		31	03	2021

Section A Reference and administration details

Charity name Viabes Community Association

Other names charity is known by

Registered charity number (if any) 1177363

Charity's principal address Viabes Community Centre

Harrow Way

Basingstoke

RG22 4BJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Bruce Hibbert	Chair		
2	Kevin Roche	Vice Chair		
3	Ian May-Miller	Treasurer		
4	Jason Fraser			
5	Nicola Hicken			
6	Jeanette Hobden			
7	Pam Lloyd	Secretary	From 01.10.19 to 07.05.21	
8	Lesley Rust			
9	Claire Taylor			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
n/a	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
n/a		

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

CIO

Trustee selection methods
(eg. appointed by, elected by)

Election to post by residents of the Association's Area of Benefit at a public AGM

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the charity are to:

- a) Promote the benefit of the inhabitants of the Viabes area and the neighbourhood together defined by the attached map (hereinafter called 'the area of benefit') without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants 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 object of improving the conditions of life for the said inhabitants;

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

<p>b) Establish, or secure the establishment of, a Community Centre (hereinafter called ‘the Centre’) and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects;</p> <p>c) Promote such other charitable purposes as may from time to time be determined.</p> <p>The Association shall be non-party in politics and non-sectarian in religion.</p>	
	<p>Trustees have planned events for the year with due consideration of public benefit, following the Charity Commission’s guidance. These, together with the activities of the hirers we support, have enabled us to meet a wide diversity of needs within our community. In addition, the Trustees have ensured the Association has held its activities and events in line with Government guidance regarding Covid-19, this has meant some activities being held online, while others have had to stop completely.</p> <p>Grants have been secured wherever possible for specific Covid 19 related activities and we found other ways to serve our community such as Viabes becoming a community hub and food hub which worked well with a good system in place for taking referrals, deploying volunteers, getting food supplies secured with Sainsburys and Bookers, etc.</p> <p>We continued supporting our other groups such as our Memory Club members in different ways – with volunteers calling as well as weekly activity packs being delivered by our volunteers to ensure the cognitive, reminiscent and physical abilities of our members are being maintained as much as possible.</p> <p>When guidelines permitted, we stayed open for the facilitation of support groups or health services such as Southern Health and Hampton Trust and Alcoholics Anonymous.</p> <p>We also ran children’s and mother and baby sessions such as Baby Steps and messy play activities and an arts and crafts session during half term. We did a lot online, including stories for the children, songs for the Meows group.</p> <p>Our calendar year ended with our Christmas Fayre being able to go ahead, following our risk assessment being passed by the local council and Public Health England, and was well attended and supported by the community.</p>

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Throughout this period of the Covid-19 pandemic the community support level has been very impressive, we have had many new volunteers who have been an amazing help to our work.

Section D

Achievements and performance

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Summary of the main achievements of the charity during the year

The financial year coincided with the first lockdown and the whole financial year was very heavily affected by the Covid-19 pandemic. Therefore, our normal activities and events and hirings were impacted by this. That said our activities throughout the year have included.

- ” Continued community support with shopping and prescriptions, following our work as a community hub
- ” Providing support groups, including Baby Steps which is a group that supports new parents. This took place on Zoom on a Thursday afternoon
- ” Providing space for essential services within our building to take place under National and local restrictions
- ” Maintained a safe and COVID secure building for our users who were able to return when we were open
- ” Developed strategies to work with older people in our community to help them get online by working with our recent grant funder The National Lottery.
- ” Supported local businesses by hosting a Christmas Fayre (where people kindly waited in the cold in order to help us keep everyone safe by minimising numbers), sharing their businesses on social media.
- ” Encouraging our regular users to share their videos and services on our social media to maintain their audiences and to support their businesses
- ” Providing our Memory Club Members, including those who have recently joined us, with weekly activity packs to keep them occupied and to maintain our connection with them so that they are less isolated and we can contribute to some form of routine and stability for them
- ” Continuing to develop our employees' skills through training by completing the following certifications—Psychological First Aid, Designated Safeguarding Officer Level 3, Food Hygiene Level 2, Mental Health Trigger Tool Kit (for older or more vulnerable people), Addressing Postnatal Depression, Team Leadership and Motivation Diploma, Community Business Online Support Programme
- ” Secured a number of financial grants that enabled us to create and maintain projects that supported the community.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our policy on reserves is that we hold 6-12 months of expenditure as free reserves. Additionally, we hold:

- Restricted reserves where, for instance, we have been given grants for a specific purpose
- Unrestricted designated reserves earmarked for use on a particular project or activity such as refurbishment of premises.

We review our reserves every 6 months

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The year started 1 week into the first lockdown and the whole financial year was very heavily affected by the Covid-19 pandemic. Consequently, our normal income streams from lettings and activities were massively reduced. We compensated for this by:

- a) Reducing our outgoings wherever possible
- b) Obtaining grant funding for specific projects to support our community during the pandemic
- c) Re-opening the centre for activities during the periods when this was permitted
- d) General grants received through the local council

We are pleased to report that the result of all the above was a surplus for the year.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Bruce Hibbert	Ian May-Miller
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date		



Receipts and payments accounts

For the period from	Period start date 01-Apr-2020	To	Period end date 31-Mar-2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hall hire	12,931	-	-	12,931	65,100
Community Development	4,541	-	-	4,541	36,680
Donations	5,466	-	-	5,466	4,525
Grants	41,666	67,348	-	109,014	7,950
Other income	5,662	-	-	5,662	5,201
		-	-	-	
		-	-	-	
		-	-	-	
Sub total (Gross income for AR)	70,266	67,348	-	137,614	119,457
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	70,266	67,348	-	137,614	119,457
A3 Payments					
Utilities, insurance and licences	4,272	2,534	-	6,806	11,738
Property Repairs and Maintenance	6,473	7,650	-	14,123	32,564
Community functions and devt	885	14,685	-	15,570	30,235
Staff costs	26,488	23,821	-	50,309	50,810
Office and general expenses	4,336	4,653	-	8,989	8,271
Governance		-	-	-	-
	-	-	-	-	-
Sub total	42,454	53,344	-	95,797	133,618
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	42,454	53,344	-	95,797	133,618
Net of receipts/(payments)	27,813	14,004	-	41,817	- 14,162
A5 Transfers between funds	13,188	- 13,188	-	-	-
A6 Cash funds last year end	110,615	1,987	-	112,602	126,764
Cash funds this year end	151,616	2,804	-	154,419	112,603

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	<div>Unity Trust Current account</div> <div>CAF deposit account</div> <div>Memory Club float</div> <div>Treasurer's float</div> <div>Barntots petty cash</div> <div>Total cash funds</div> <div>(agree balances with receipts and payments account(s))</div>	<div>66,173</div> <div>85,322</div> <div>40</div> <div>50</div> <div>30</div> <div>151,616</div> <div>OK</div>	<div></div> <div>2,804</div> <div></div> <div>-</div> <div>-</div> <div>2,804</div> <div>OK</div>	<div>-</div> <div></div> <div></div> <div>-</div> <div>-</div> <div>-</div> <div>OK</div>
B2 Other monetary assets	<div>Details</div> <div></div> <div></div> <div></div>	<div>Unrestricted funds</div> <div>to nearest £</div> <div>-</div> <div>-</div> <div>-</div>	<div>Restricted funds</div> <div>to nearest £</div> <div>-</div> <div>-</div> <div>-</div>	<div>Endowment funds</div> <div>to nearest £</div> <div>-</div> <div>-</div> <div>-</div>
B3 Investment assets	<div>Details</div> <div></div> <div></div> <div></div>	<div>Fund to which asset belongs</div> <div></div> <div></div> <div></div>	<div>Cost (optional)</div> <div>-</div> <div>-</div> <div>-</div>	<div>Current value (optional)</div> <div>-</div> <div>-</div> <div>-</div>
B4 Assets retained for the charity's own use	<div>Details</div> <div>Heating system including boilers</div> <div>Audio visual installation and PA system</div> <div>PCs and Laptops</div> <div>Tables (approx 30) and chairs (approx</div> <div>Fixtures and fittings (eg bar cupboards)</div> <div>Bouncy Castle</div> <div>Skittle Alley</div> <div>Tovertafel</div> <div></div>	<div>Fund to which asset belongs</div> <div>Unrestricted</div> <div>Unrestricted</div> <div>Unrestricted</div> <div>Unrestricted</div> <div>Unrestricted</div> <div>Unrestricted</div> <div>Unrestricted</div> <div>Restricted</div> <div></div>	<div>Cost (optional)</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>	<div>Current value (optional)</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div> <div>-</div>
B5 Liabilities	<div>Details</div> <div>Security Deposits</div> <div></div>	<div>Fund to which liability relates</div> <div>Unrestricted</div> <div></div>	<div>Amount due (optional)</div> <div>2,100</div> <div>-</div>	<div>When due (optional)</div> <div>various dates</div> <div></div>
	<div>Signature</div> <div></div> <div></div>	<div>Print Name</div> <div></div> <div></div>	<div>Date of approval</div> <div></div> <div></div>	

Signed by one or two trustees on behalf of all the trustees

Independent examiner's report to the trustees of Viabes Community Association

I report to the trustees on my examination of the accounts of the Viabes Community Association for the year ended 31st March 2021.

Responsibilities and basis of report

As the charity trustees of the Viabes Community Association 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 Viabes Community Association accounts carried out under section 145 of the 2011 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 material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust 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.

Signed:

Name: Andrew Reuben Durling

Relevant professional qualification or membership of professional bodies : A.C.M.A.
– Associate member of the Chartered Institute of Management Accountants

Address: 97 Cumberland Avenue, Basingstoke, Hants. RG22 4BQ

Date: 7th January 2022