

# WEST HILL AND DISTRICT COMMUNITY ASSOCIATION

England & Wales · Charity number 1178641

## Details

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**Other names** THE WEST HILL AND DISTRICT COMMUNITY ASSOCIATION

**Status** Registered

**Legal form** CIO

**Registered** 2018-06-05

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** c/o 3 Alpine Road  
Hastings  
East Sussex  
TN34 3JP

**Phone** 07817358616

**Email** [info@westhillcc.com](mailto:info@westhillcc.com)

**Website** [www.westhillcc.com](http://www.westhillcc.com)

## Activities

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**Objects:** TO PROMOTE THE BENEFIT OF THE INHABITANTS OF THE 'AREA OF BENEFIT' WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND THE STATUTORY 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; TO ESTABLISH, OR SECURE THE ESTABLISHMENT OF, A COMMUNITY CENTRE AND TO MAINTAIN AND MANAGE THE SAME (WHETHER ALONE OR IN CO-OPERATION WITH ANY STATUTORY AUTHORITY OR OTHER PERSON OR BODY) IN FURTHERANCE OF THE OBJECTS; TO PROMOTE SUCH OTHER CHARITABLE PURPOSES AS MAY FROM TIME TO TIME BE DETERMINED. THE CHARITY SHALL BE NON-PARTY IN POLITICS AND NON-SECTARIAN IN RELIGION. THE 'AREA OF BENEFIT' IS TRESSELL, CASTLE AND OLD HASTINGS WARDS IN HASTINGS, EAST SUSSEX , AS DEFINED BY THE LOCAL COUNCIL WARD BOUNDARY.

**Activities:** Community Centre providing facilities for advancing education, recreation, social and leisure time occupation for local inhabitants.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Recreation
- **Who:** The General Public/mankind

## Geography

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- East Sussex

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£31,713	£15,636	-	-
2023-12-31	£24,603	£26,910	-	-
2022-12-31	£19,183	£8,730	-	-
2021-12-31	£29,566	£6,151	-	-
2020-12-31	£18,426	£16,256	-	-

## Trustees

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Name	Role	Appointed
<b>Meri Elizabeth Jenkins</b>	Chair	2022-11-16
Anthony John Davis		2022-03-16
Jim Ralley		2025-07-19
June Pratley		2022-10-13

**WEST HILL AND DISTRICT COMMUNITY ASSOCIATION**

England & Wales - Charity number 1178641

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# Accounts

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## **West Hill & District Community Association**

### **Annual General Meeting**

**Saturday 19 July 2025**

**3:00pm - 4:30pm**

**West Hill Community Centre**

**Croft Road Hastings**

**TN34 3JT**

### **Chair of Trustees Report**

### **AGM Business**

Trustees and Committee members will give reports on various aspects of the Centre's operations at the meeting - please see the agenda.

### **Change of Guard**

Changes over the past year have included:

- Jim Ralley rejoined the Centre as a Committee member.
- Meraud Davis joined the Committee.
- Sally Paffard left the Committee. Thank you for your contribution, Sally!
- Meri Jenkins remained the Chair.
- June Pratley remained the Treasurer.
- Ant Davis serves as Secretary.
- Linda Jeal remained as Trustee.

### **Accomplishments in the past year include:**

#### **50th Anniversary Events**

Our Anniversary events to celebrate 50 years on Croft Road were extremely successful. The Association, which formed in 1949, raised funds over many years to build the Centre which opened in 1974.

During the year, we held four events which drew a broad, diverse number of people to the community centre

- a. On February 24th we held the first event – “The History, the People, and the Place” with guest speaker and local historian, Steve Peak and Tush Hamilton, a long time fisherman in Hastings. Tom Kelly sang sea shanties. The event was a huge success with standing room only and good press coverage.
- b. The 2nd event, “A Growing Community” took place on May 11 and focussed on growing, stewarding, and understanding our environment. As we are surrounded by community gardens this event was a tribute to local gardeners and to the community we live and work in.
- c. Our third event on September 7th was the Centre’s 50th Birthday Bash with a huge birthday cake which the then Mayor Judy Rogers helped to cut. Several local councilors popped in, and Godfrey Davis brought our local MP Helena Dollimore to see the Centre. We ate cake, literally gave the building a big hug, drank lots of tea, chatted with friends and neighbors, and shared stories about the Centre.
- d. On November 16th, we ran an Arts and Crafts Fair with 16 vendors offering jewelry, decorations, food, ceramics accompanied by many mince pies to kick off the holiday season.

### **Other Activities**

In 2025, we have already held a community event - Strawberry Fair on May 31st with Eton Mess as the featured food delight. Eton mess is a meringue, strawberry and cream mash up and we served plenty of them throughout the afternoon. There were vendors, music, and face painting.

Coming up on September 6 we’ll have a Neighborhood Knees Up with music and dancing.

Our events happen because of the support of people from the community who contribute their time. We are so very grateful and can always use a helping hand. Enormous thanks go to our many volunteers who have helped with running the Centre in any way over the past year.

### **Awards**

We are very proud that on November 24, 2024 June Prately was awarded an ‘Award for Individual Excellence’ by Hastings Voluntary Action for her exemplary voluntary work in support of the West Hill and District Community Association. Thank you, June, for all you do for the Community Centre and for your community!

### **Lease negotiations**

Having reached agreement with East Sussex County Council (ESCC) on the Heads of Terms (which outlines the main points to be included in a lease and was approved by the ESCC lead members in July 2024) we began negotiations for a new lease of 25 years. I am very pleased to

report that lease negotiations are very close to completion and agreement has been reached. We are now waiting for a signed copy to be sent back to us by East Sussex County Council.

We are grateful to our ward councilors for their continued advice and support throughout the past few years in our discussions with East Sussex County Council as well as Steve Manwaring from Hastings Voluntary Action for his experience and advice.

We are also grateful to the many community members who were involved in negotiations with East Sussex County Council in the past four years.

I think it's safe to say that the Centre will enjoy another 25 years on West Hill!

### **Throughout the year**

- We have sustained a strong financial picture. Please see the Annual Statement of Accounts which June Pratley will discuss later.
- We have maintained procedures, insurances, and safety certifications which are crucial to running the centre.
- We have regularly reviewed policy documents to ensure that we are following the correct procedures.
- For the most part, we have maintained bookings with variable but above average usage at different times of the year – more on this will be included in the bookings report at the AGM meeting.

### **Challenges and Opportunities include:**

#### **People**

The Centre is entirely run by volunteers - at present, our only paid person is our part time cleaner. We want more community members to weigh in on decision making. We would love people who have some practical skills – bookkeeping, building and construction, publicity, good at decision making, opening and closing the building before and after events, team players, people who like people to join us.

If you are interested, please see me or any of the committee members, after the meeting.

#### **The Building**

The building has a limited life. It's a prefabricated structure built in 1973, opened in 1974 with an expected life of 25 years. Fifty years later, ongoing maintenance by the Association has enabled the building to function for an additional 25 years.

The Lease includes language that would allow us to replace the current building which is 25 years past its shelf life and is kept going with persistent and careful maintenance.

## **Treasurer's Report**

### **1.0 End of Year Accounts for 2024**

Please see West Hill & District Association End of Year Accounts 2024, copies available at the meeting. The accounts have been overseen and signed off by Laura Dawson, Finance Manager at HVA, and will be lodged with the Charities Commission following this meeting.

#### Income received listed as Receipts include:

- Hire income, a total of £28,206 and an increase on 2024.
- Community events and individual donations, total £1,290.58
- Grant from Southern Water to help with utility costs £1000
- Grant from Transition Town Learning to Grow £150. This was used to help establish the raised planting beds in the grounds.
- Donation towards overhead costs from the Baby & Toddler Group £1,000
- Bank interest £66.33

#### Expenditure

Points to note:

- Expenditure on Community Events £849.36
- Repairs & Maintenance £2,917.62 – essential repairs
- Electricity £364.02 does not reflect the electricity charges as WDCA received a large refund from our supplier due previous overpayments.
- Legal Bill £1,514.60 in relation to Heads of Terms for ESCC Lease.
- Contracts - includes cleaning contract and ASHE Alarms contract for security.

#### Balance carried

£16,076.97 at the end of 2024. Balance carried forward from 01/01/24 £62,980.83  
Balance Total = £79,057.80

WHDCA took the decision to set up a Build Fund of £50,000 and a Reserves Fund £20,353.83. The Build Fund money was put into a Fixed Term Savings Account to earn interest. The Reserves remained at Lloyds Bank in a savings accounts.

### **2.0 Grants applied for in 2025**

#### Southern Water - Baby & Toddler Group

A grant application was submitted to Sussex Community Foundation Fund for Southern Water funds to re-establish the Baby & Toddler Group. This bid was successful and WHDCA is in the process of appointing two workers to job share and run the baby & toddler group twice a week starting in September. The session will be held on Monday and Thursday mornings.

June Pratley  
WHDCA Trustee & Treasurer

## **WHDCC Annual Maintenance Report 2025**

**There are up to date records of maintenance going back many years and we keep some copies of the plans going back many years too.**

### **1) Grounds**

- a) Grass cutting, hedge cutting, strip of uncut grass
- b) Fruit trees
- c) Tubs and raised beds
- d) Water capture

### **2) Building**

- a) New electricity supplier, new smart meter, reduced cost.
- b) Some decoration has been undertaken
- c) There are plans to undertake maintenance to the building to meet the requirement of the new lease for the building to last for 5 years from the first of May this year 2025.

## **West Hill Community Centre Annual General Meeting - 18-07-2025**

### **Parent, Carer, Baby and Toddler Group**

West Hill Community Centre (WHCC) successfully applied for funding from Southern Water to run a parent, carer, baby, and toddler group twice a week during term time (2 year funding). Southern Water has four priority areas for funding: Tackling Poverty, Improving Health and Wellbeing, Reaching Potential, and Acting on Climate. By supporting families to thrive with early interventions and parent support, and by supporting mental health and wellbeing, the group will achieve two of Southern Water's priorities (Tackling Poverty and Improving Health and Wellbeing).

WHCC previously subsidised a baby and toddler group run by parents which was described as a 'lifeline' by families. When this group ceased to run it was clear that there was still a need, hence the application for funding for a paid position to ensure a consistent resource for the local community. £19,000 was awarded to cover an 8hr/week term time position for 2 years, as well as operational and administrative costs.

The committee successfully recruited two experienced group coordinators who wanted the position as a job share, each of them running one of the weekly groups. Initially a 'soft launch' was planned for the end of 2025 Summer term however this was not possible due to time constraints of the committee members and the nuances of establishing a payroll relationship with HVA.

The group will commence at the beginning of Autumn term 2025 and run twice a week on a Monday and a Thursday. The coordinators will receive regular supervision from a committee member (Meraud Davis), will complete safeguarding training, and will have support from Trustees in the event of any safeguarding concerns, in accordance with WHCC Safeguarding Policy.

The group will be promoted using WHCC social media channels and via the website. The group was previously well attended so it is anticipated that it will be again. Sussex Community Foundation is administering the funding on behalf of Southern Water and will require monitoring information from the committee to ensure that the group is meeting its intended outcomes.

# **West Hill & Distict Community Association**

**Registered charity number 1178641**

## **Financial statements**

**for the period**

**1 January 2024 - 31 December 2024**

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4	Receipts & Payments account
5	Statement of Assets & Liabilities
6	Notes
7	Independent Examiner's report

**West Hill & District Community Association**  
**Organisational Information**  
for the year ended 31 December 2024

**Full name:** West Hill & District Community Association

**Other names by which the charity is known:** WHDCA

**Registered charity number:** 1178641

**Principal address**

**3 Alpine Road**  
**Hastings**  
**East Sussex**  
**TN34 3JP**

**Trustees:**

Meri Jenkins - Chair  
June Pratley - Treasurer  
Ant Davies  
Linda Jeal

**Bankers**

Lloyds, Hastings branch

**Independent examiner**

Laura Dawson, Finance Manager of Hastings Voluntary Action, Jackson Hall, Portland Place, Hastings, TN34 1QN.

**Objectives**

The objects of the CIO are:

3.1 to promote the benefit of the inhabitants of the 'area of benefit' without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory 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;

3.2 to establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;

3.3 to promote such other charitable purposes as may from time to time be determined. The Charity shall be non-party in politics and non-sectarian in religion. The 'area of benefit' is Tressell, Castle and Old Hastings wards in Hastings, East Sussex, as defined by the local council ward boundary.

**West Hill & District Community Association**  
**Organisational Information**  
for the year ended 31 December 2024 (continued)

**Financial review**

During the year the charity received £31,712.91 in income. The cost of operating the Association was £15,635.94. This resulted in a surplus of £16,076.97, which has been added to our reserve fund.

**Accounting and reporting responsibilities**

The Trustees are responsible for preparing the Trustee's Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (UK generally accepted accounting practice).

The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable that the financial statements comply with the Charities Act 2011, the Charity (Accounts and reports) Regulation 2008 and the provision of the governing documents.

Signed on behalf of the charity's trustees:

Signed Meri Jenkins Date 7/5/25  
Meri Jenkins - chair

Signed June Pratley Date 7/5/25  
June Pratley - Treasurer

# West Hill & Distict Community Association

Receipts & Payments accounts  
for the period

**1 January 2024** to **31 December 2024**

Previous Year			Current Year	
	Notes	Restricted funds	Unrestricted funds	Total funds
<b>Receipts</b>				
24,036	Hire of Centre	-	28,206.00	28,206.00
208	Community Events- Raffle	-	235.00	235.00
	Community Events - Stall takings	-	458.20	458.20
	Community Events - Individual donations	-	535.88	535.88
	Donations & Grants - Government	-	1,150.00	1,150.00
359	Donations & Grants - individuals	-	61.50	61.50
	Baby & Toddler Group	1,000.00	-	1,000.00
	Bank Interest received	-	66.33	66.33
24,603		1,000.00	30,712.91	31,712.91
<b>Expenditure</b>				
846	Security Alarm CCTV Maintenance	-	-	-
421	Advertising & Promotion	-	478.80	478.80
569	Community Events	-	849.36	849.36
197	Gifts from WHCC	-	225.40	225.40
236	Printing, Stationary & Postage	-	293.96	293.96
-	Postage, Freight & Courier	-	9.45	9.45
415	Cleaning & Washroom Materials	-	542.31	542.31
1,303	Insurances	-	1,490.18	1,490.18
44	General Rates	-	87.32	87.32
2,404	Rent	-	169.26	169.26
3,571	Repairs & Maintenance	-	2,917.62	2,917.62
314	Ground Maintenance	-	594.04	594.04
9,215	Electricity	-	364.02	364.02
389	Water	-	639.91	639.91
523	Telephone, Broadband, Website & Internet	-	556.02	556.02
59	Capital Expenditure	-	312.99	312.99
300	Accountancy	-	500.00	500.00
1,570	Professional Fees: Legal	-	1,514.60	1,514.60
1,344	Surveyor	-	-	-
2,850	Contracts: Cleaning	-	3,080.40	3,080.40
270	Booking Coordinator	-	-	-
-	General Supplies	-	781.12	781.12
21	Medical Supplies	-	9.18	9.18
-	Program Expenses	200.00	-	200.00
50	Staff Training	-	20.00	20.00
		-	-	-
26,910	<b>TOTAL PAYMENTS</b>	200.00	15,435.94	15,635.94
-	<b>2,307</b>	800.00	15,276.97	16,076.97
65,288	Balance brought forward	-	62,980.83	62,980.83
62,981	Balance carried forward	800.00	78,257.80	79,057.80

## West Hill & Distict Community Association

### Statement of Assets & Liabilities


as at

**31 December 2024**

				Restricted Income	Unrestricted Income	Total	Previous year  Total
				£	£	£	£
<b>Current assets</b>							
Current Account	@	31/12/24	800.00	7,841.33	8,641.33	62,839	
Reserves Fund	@	31/12/24		20,353.83	20,353.83	-	
Petty Cash	@	31/12/24		126.14	126.14	142	
Build Fund	@	31/12/24		50,000.00	50,000.00	-	
Debtors				-83.50	-83.50	-	
			800.00	78,237.80	79,037.80	62,981	
<b>Current liabilities</b>							
Creditors				-20.00	-20.00	-	
			800.00	78,257.80	79,057.80	62,981	

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 1993. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments account and Statement of Assets and Liabilities.

Approved by the Trustees on \_\_\_\_\_ and signed on their behalf by

  
 Merr Jenkins - Chair

  
 June Pratley - Treasurer

**West Hill & Distict Community Association**  
**Notes to the accounts**  
**for the year ended 31 December 2024**

**1 Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2 Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**3 Related party transactions**

There were no related party transactions during the period.

**4 Previous period comparison**

The previous period's figures are included to enable the reader of the accounts to make comparisons with the previous year.

**5 Glossary of terms**

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**6 Restricted funds**

We received £1,000 for the Parent, Baby & Toddler Group which is restricted. We spent £200 against this money during this financial year.

## Independent Examiner's Report to the Committee of the West Hill & District Community Association

I report on the accounts of West Hill & District Community Association for the twelve month period ended 31 December 2024 which are set out on the previous pages.

### Respective responsibilities of committee & examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the supporting documentation presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Laura Dawson  
Finance Manager  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated:

# **West Hill & Distict Community Association**

**Registered charity number 1178641**

## **Financial statements**

**for the period**

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**Organisational Information**  
for the year ended 31 December 2024 (continued)

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Signed on behalf of the charity's trustees:

Signed Meri Jenkins Date 7/5/25  
Meri Jenkins - chair

Signed June Pratley Date 7/5/25  
June Pratley - Treasurer

# West Hill & Distict Community Association

Receipts & Payments accounts  
for the period

**1 January 2024** to **31 December 2024**

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359	Donations & Grants - individuals	-	61.50	61.50
	Baby & Toddler Group	1,000.00	-	1,000.00
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9,215	Electricity	-	364.02	364.02
389	Water	-	639.91	639.91
523	Telephone, Broadband, Website & Internet	-	556.02	556.02
59	Capital Expenditure	-	312.99	312.99
300	Accountancy	-	500.00	500.00
1,570	Professional Fees: Legal	-	1,514.60	1,514.60
1,344	Surveyor	-	-	-
2,850	Contracts: Cleaning	-	3,080.40	3,080.40
270	Booking Coordinator	-	-	-
-	General Supplies	-	781.12	781.12
21	Medical Supplies	-	9.18	9.18
-	Program Expenses	200.00	-	200.00
50	Staff Training	-	20.00	20.00
		-	-	-
26,910	<b>TOTAL PAYMENTS</b>	200.00	15,435.94	15,635.94
-	<b>2,307</b>	800.00	15,276.97	16,076.97
65,288	Balance brought forward	-	62,980.83	62,980.83
62,981	Balance carried forward	800.00	78,257.80	79,057.80

## West Hill & Distict Community Association

### Statement of Assets & Liabilities

as at

**31 December 2024**

				Restricted Income	Unrestricted Income	Total	Previous year Total
				£	£	£	£
<b>Current assets</b>							
Current Account	@	31/12/24	800.00	7,841.33	8,641.33	62,839	
Reserves Fund	@	31/12/24		20,353.83	20,353.83	-	
Petty Cash	@	31/12/24		126.14	126.14	142	
Build Fund	@	31/12/24		50,000.00	50,000.00	-	
Debtors				-83.50	-83.50	-	
			800.00	78,237.80	79,037.80	62,981	
<b>Current liabilities</b>							
Creditors				-20.00	-20.00	-	
			800.00	78,257.80	79,057.80	62,981	

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 1993. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments account and Statement of Assets and Liabilities.

Approved by the Trustees on \_\_\_\_\_ and signed on their behalf by

  
 Merr Jenkins - Chair

  
 June Pratley - Treasurer

**West Hill & Distict Community Association**  
**Notes to the accounts**  
**for the year ended 31 December 2024**

**1 Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

**2 Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.

**3 Related party transactions**

There were no related party transactions during the period.

**4 Previous period comparison**

The previous period's figures are included to enable the reader of the accounts to make comparisons with the previous year.

**5 Glossary of terms**

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

**6 Restricted funds**

We received £1,000 for the Parent, Baby & Toddler Group which is restricted. We spent £200 against this money during this financial year.

## Independent Examiner's Report to the Committee of the West Hill & Distict Community Association

I report on the accounts of West Hill & Distict Community Association for the twelve month period ended 31 December 2024 which are set out on the previous pages.

### Respective responsibilities of committee & examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the supporting documentation presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Laura Dawson  
Finance Manager  
Hastings Voluntary Action  
Jackson Hall, Portland Place, Hastings, TN34 1QN

Dated:

**WEST HILL AND DISTRICT COMMUNITY ASSOCIATION**

England & Wales - Charity number 1178641

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# Accounts

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# WEST HILL & DISTRICT COMMUNITY ASSOCIATION

## INCOME AND EXPENDITURE ACCOUNT

### BALANCE SHEET

**YEAR ENDED 31 DECEMBER 2023**  
**WEST HILL & DISTRICT COMMUNITY ASSOCIATION**

Accountants Report to the Members :

The Treasurer has approved the financial information for the year ended 31 December 2023, and has acknowledged responsibility for it, for the appropriateness of the accounting basis and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations that have been given to us and we do not, therefore, express any opinion on the financial information.

We can confirm that the Income and Expenditure Account and Balance Sheet annexed, are in agreement with the books and records provided to us.

DAVID J WENHAM & CO  
Chartered Accountants ..... March 2024  
**WEST HILL & DISTRICT COMMUNITY ASSOCIATION**

**YEAR ENDED 31 DECEMBER 2023**

## INCOME AND EXPENDITURE ACCOUNT

**£ £**

**Income:** Hire of Centre, net of refunds 24,035.50 Special Events 208.02 Donations & Grants 359.39

24,602.91

### **Expenditure:**

Security Alarm CCTV Maintenance 846.00  
Advertising & Promotion 421.40  
Community Events 569.29  
Gifts from WHCC 196.76  
Administration Expenses - Stationery & Postage 236.30  
Cleaning & Washroom Materials 414.68  
Insurances 1,303.47  
Miscellaneous Expenses 71.28  
General Rates - H B C 43.60  
Rent 2,403.83  
Repairs & Maintenance 3,570.65  
Ground Maintenance 313.80  
Utilities : Electricity 9,215.00  
Water 388.55  
Telephone, Broadband, Website & Internet 523.17



# **West Hill & District Community Association**

## **Annual General Meeting**

### **1 June 2024 - Trustees Report**

Before I begin, to request a copy of the WHDCC business plan, leave your name and email address and hand it to me at the end of the meeting.

### **Change of Guard**

Changes over the past year have included:

- Jim Ralley stepped down as Chair in February 2023.
- June Pratley became Chair.
- Meri Jenkins stepped down as Treasurer and became Chair in 2024
- June Pratley took over as Treasurer.
- Gay Brown, who has acted as bookkeeper for many years, stepped back this April and our gratitude goes to Gay for keeping our money shipshape for such a long time, as well as volunteering on events.
- Linda Jeal and Ant Davis remained as Trustees.
- In this year, Jim Ralley rejoined the Centre as a Committee member.
- Sally Paffard also joined as a Committee member and is responsible for overseeing bookings. Thank you, Sally!
- Enormous thanks go to our many volunteers who have helped with running the Centre in any way over the past year.

**Accomplishments in the past year include:**

1. Maintaining procedures, insurances, and safety certifications throughout the past year.
2. Reviewing and revising policy documents, including privacy, hiring, safeguarding and so on to ensure that we are following the correct procedures.
3. Maintaining bookings with usage at 76% which we will build on – more on this in the bookings report.
4. Continuing lease negotiations with East Sussex County Council and reaching agreement on the Heads of Terms which should lead to a new lease of 25 years by the end of 2024. We are grateful to our ward councilors for their continued advice and support this year in our discussions with East Sussex County Council as well as Steve Manwaring from Hastings Voluntary Action for his experience and advice.
5. The Heads of Terms includes language that would allow us to replace the current building which is 25 years past its shelf life and is kept going with persistent and careful maintenance. ESCC will be voting to approve the Heads of Terms in July and negotiations on the new lease will begin. More on this later in my report.
6. Our 2nd Summer Jamboree took place on September 2nd with more than 200 people attending. It was beautiful weather and we had singing, dancing, a raffle and other games, and of course, lots of tea and cake. The people who came told us they had a thoroughly good time.

### **Challenges and Opportunities include:**

1. The building, which has a limited life. It's a prefabricated structure built in 1973, opened in 1974 with an expected life of 25 years. Fifty years later, ongoing maintenance by the

Association has enabled the building to function for an additional 25 years.

2. Early last year, we conducted a surveyors dilapidations report which laid out the extent of repairs necessary to remediate some of the issues which amounts to 80K. In conversations with ESCC, our landlord, it was agreed that rather than use funds to shore up the building, we could explore and develop a plan to replace the building. The plan is to expand the footprint so that we can offer more to the community for generations to come. We are in the very early stages of thinking about a replacement building. We will be looking for funding, and later this summer, begin a round of focus groups to get input from the community. This is, after all, your community centre.
3. The Centre is entirely run by volunteers - our only paid person is our part time cleaner. The need for committee members and volunteers is vital and helps maintain a healthy balance in our operations. We want more community members to weigh in on decision making. We would love people who have some skills – bookkeeping, building and construction, publicity, good at decision making, opening and closing the building before and after events, team players, people who like people to join us. If you are interested please see any of the Trustees at the end of the meeting.
4. And I have to make mention of launching our 50th Anniversary year on Croft Road with a planned series of events:

On February 24th we held the first event – “The History, the People, and the Place” with guest speaker and local historian, Steve Peak, and Tush Hamilton, a long time fisherman in

Hastings. Tom Kelly sang sea shanties. The event was a huge success with standing room only and good press coverage.

The 2nd event, “A Growing Community” took place on May 11 and focussed on growing, stewarding, and understanding our environment.

In September, we will be having the Centre’s Birthday Bash and we want to make this a big splash – we also want to collect memories about the centre over the past fifty years.

Events like this will become part of our calendar, but we also have other activities that have been, and continue to be, very successful. The Baby and Toddler Group and the Bowls Group are going well.

I am now handing you over to other Trustees and Committee members who will give you their reports on various aspects of our operations, beginning with June Pratley with the Treasurer’s report.

**WEST HILL AND DISTRICT COMMUNITY ASSOCIATION**

England & Wales - Charity number 1178641

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# Accounts

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## **AGM 2023 - Trustees Report**

### **Change of Guard**

Last year's AGM took place in March with a large turnout of people following an appeal for help in running the Centre. Changes over the past year have included:

- Mary Phillips remained as Chair until Jim Railey took over in May 2022. Mary remained as a Trustee until last December and then left the Association. We thank her for her considerable contribution in ensuring that the Centre thrived Pre-Covid and survived the COVID years. Jim Railey stepped down as Chair for personal reasons in February, 2023.
- Jo Buxton remained as Treasurer until last summer when she stepped down and left the Association. We also thank Jo for her years of service to the Centre. Meri Jenkins took over as Treasurer and became a Trustee.
- Linda Jeal remained as a Trustee.
- Ant Davis and June Pratley joined as new Trustees.
- A number of sub committees were set up last May and we thank all the people that sat on Committees or helped with running the Centre in any way over the past year.

### **Accomplishments in the past year include:**

1. Adopting new software systems for financial reporting and invoicing and bookings
2. Maintaining procedures, insurances, and safety certifications throughout the past year.
3. Undertaking a focused and consistent effort to Increase bookings resulting in a 30% increase in the use of the building from 50% to 80% (see sheet)
4. Tackling domestic issues such as cleaning of the Centre, ongoing maintenance and repairs, and security.
5. Opening lease negotiations with East Sussex County Council.
6. Conducting an assessment of the building which is 50 years old this coming year.
7. Reestablishing childrens and recently adult parties on weekends which were stopped due to COVID in 2020.
8. Launching an event called Cake and Jolly in September, 2022 which attracted more than 200 people from the community, providing the Trustees and Committees with vital feedback on what people wanted from the Centre.
  - With feedback from the event the Centre established two new activities – baby and toddler group for young families which currently involves more than 20 children. This has brought new people to the Centre and quoting

one woman “has been a lifeline”. An Indoor bowls afternoon which attracts an elder population.

9. Planting fruit trees – the beginnings of a more comprehensive use of the grounds greenspace

### **Challenges in the past year include:**

1. Responding to a break-in and dealing with resulting repairs.
2. We opened lease negotiations with East Sussex County Council in March 2022. In August, East Sussex requested a revised business plan which was submitted. No further progress was made and the lease expired in March 2023. East Sussex County Council offered a tenancy agreement as a precursor to agreeing on a new lease which the Trustees agreed to sign. We would have had to vacate the premises otherwise. We are grateful to our ward councilors for their advice and support this year in our discussions with East Sussex County Council. To request a copy of the business plan leave your name and email address on the blue card.
3. The building has a limited life. It’s a prefabricated structure built in 1973, opened in 1974 with an expected life of 25 years. Fifty years later, ongoing maintenance by the Association has enabled the building to function for an additional 25 years. This coming year we are faced with making decisions about the best way forward which may involve additional and substantial repair costs at the very least or the development of a plan to replace the building.
4. Rising energy costs have increased our expenses considerably. We are now paying 900 per month - we were previously paying xx and have a balance deficit which is being paid down.
5. Communication – we want to use social media more effectively but are hampered by time and lack of expertise.
6. Negotiating the use of the Centre’s car park by Torfield School parents to alleviate crunch parking times on a temporary basis until a parking solution in the vicinity can be realized.
7. The need for committee members and volunteers is critical. Right now, there is too much for too few people to do. We also want more community members to weigh in on decision making. We would love people who have some skills – bookkeeping, building and construction, publicity, good at decision making, opening and closing the building before and after events, team players, people who like people to join us. If you are interested please see any of the Trustees at the end of the meeting.

## **Opportunities ahead...**

1. Grounds plan to utilize the greenspace is in development. As part of that plan, we are establishing a community garden with new volunteers which begins this month. Anyone interested in helping please talk to Linda Jeal at the end of the meeting.
2. Increasing the use of the Centre from 80% to 95% this year and publicizing the activities that take place at the Centre.
3. Providing a higher profile to ensure people know the range of activities at the Centre, and promote the grounds as a usable community space.
4. Celebrating the Centre's 50th year on Croft Road with a variety of events beginning with a summer fete on September 2nd

## **AGM Agenda**

1. Welcome
2. Election of AGM Chairperson
3. Present and apologies
4. Minutes of last AGM held on 2022
5. Matters arising from AGM minutes 2022
6. Trustees annual report: Meri Jenkins
7. Treasurers annual account – Gay Brown
8. Election of Trustees
9. Election of Committee Members
10. Any Other Business

**WEST HILL & DISTRICT COMMUNITY ASSOCIATION**

**INCOME AND EXPENDITURE ACCOUNT**

**BALANCE SHEET**

**YEAR ENDED 31 DECEMBER 2022**

**WEST HILL & DISTRICT COMMUNITY ASSOCIATION**

Accountants Report to the Members :

The Treasurer has approved the financial information for the year ended 31 December 2022, and has acknowledged responsibility for it, for the appropriateness of the accounting basis and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations that have been given to us and we do not, therefore, express any opinion on the financial information.

We can confirm that the Income and Expenditure Account and Balance Sheet annexed, are in agreement with the books and records provided to us.

DAVID J WENHAM & CO  
Chartered Accountants



**28** February 2023

**WEST HILL & DISTRICT COMMUNITY ASSOCIATION**

**YEAR ENDED 31 DECEMBER 2022**

**INCOME AND EXPENDITURE ACCOUNT**

	<b>£</b>	<b>£</b>
<b>Income:</b>		
Hire of Centre, net of refunds		18,965.00
Fundraising		217.61
		<u>19,182.61</u>
<b>Expenditure:</b>		
Security Alarm CCTV Maintenance	528.00	
Advertising & Promotion	445.75	
Community Events	130.99	
Gifts from WHCC	142.25	
Administration Expenses - Stationery	109.60	
Cleaning & Washroom Materials	312.53	
Insurances	1,246.23	
Miscellaneous Expenses	33.75	
General Rates - H B C	147.08	
Repairs & Maintenance	1,622.20	
Ground Maintenance	1,050.00	
Utilities : Electricity	1,572.00	
Water	244.82	
Telephone, Broadband, Website & Internet	662.11	
Capital Expenditure	182.27	
Accountancy	300.00	
		<u>8,729.58</u>
<b>Net Income after Expenditure</b>		<u><b>10,453.03</b></u>

**BALANCE SHEET As at 31 December 2022**

Cash in Hand		98.86
Lloyds Bank Account		65,189.34
<b>Total Assets</b>		<u><b>65,288.20</b></u>
Represented by:		
Reserves brought forward	54,835.17	
Net Income for the Year	10,453.03	
<b>Total Reserves carried forward</b>		<u><b>65,288.20</b></u>

The above Income and Expenditure Account and Balance Sheet for the year ended 31 December 2022 are in agreement with the books and records, and give a fair view of the Association's affairs.

.....  
M Jenkins Treasurer

..... February 2023

**WEST HILL AND DISTRICT COMMUNITY ASSOCIATION**

England & Wales - Charity number 1178641

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# Accounts

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Charity Number:1178641

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c/o 7, Priory Road, Hastings,  
East Sussex. TN34 3JL  
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Facebook & Twitter: westhillcc

## **West Hill and District Community Centre - Open Meeting and AGM – 16<sup>th</sup> March 2022**

Meeting held in the Centre plus attendees on Zoom 7pm opening

### **Notes from the meetings**

#### **Open Meeting**

**Present 60 people Zoom 14 people Apologies 14 people**

Opened with welcome by Mary Philips

- Explanations regarding Covid arrangements, CCTV in operation and other housekeeping matters.
- Thoughts with people of Ukraine
- Introduction to the committee and to Steven Manwaring , director of Hastings Voluntary Action who acted as Chairman for both meetings

Matters discussed were around the issues of the renewal of the lease for the Centre by ESCC (due for renewal in March 2023), the condition of the present building and the need for greater involvement by the community, either as individuals to augment the present committee and trustees, to join working parties or help practically. This could include the involvement of other interested groups jointly or to take over the Centre.

Steven – very good to see so many people in an actual meeting plus to have participants on Zoom. He was optimistic that Hastings was always up for a challenge and he noted that this was a good time to be thinking of the future of the Centre. It was not in a position of crisis but in transition and it was important at this point to have a conversation around how to develop and run it in the future.

Mary (plus others) explained the main issues around the structure of the building, its day to day organisation and future prospects

- The building is timber framed and has a flat roof, which has caused problems although a new warm roof has been fitted, and a new French drain has also been fitted to address the problems with damp that has affected walls and frame.
- There was a break-in, vandalism and a fire set a while ago but the insurance covered the repairs and it was done to a high standard. A new alarm system and CCTV has been fitted and key safe for easier access by groups hiring the Centre.

- There had been issues over insurance cover and ESCC had assisted until a new company could be found to give the appropriate degree of cover.
- The electrics are covered by E.On Next but their service has proved to be inadequate as there has been more than a year wait for new meters and there had been issues with having the radiators turned on, etc.
- The Centre has been able to function because of the services of very helpful local tradesmen who have managed to do the necessary repairs and maintenance.
- The building is at a stage where it is usable and safe but it is time to start considering a replacement.
- The Centre is well used by a variety of local groups but no parties are held at the moment as a result of Covid and the availability of volunteers to open/close and clean the venue for these types of events. The Centre lost money during the period of closures for Covid from hiring fees but was saved by grants from Hastings Borough Council.
- A Business Plan was produced in 2020 (this is available to read) and an application to be a CIO was successful in 2018.
- There are funds to see the Centre through the transition but not to fund a rebuild
- ESCC have indicated that they want to work with the committee/trustees and anyone else who will take on the building/running the Centre as a joint venture and keep it as a community space. The Energy Rating would need to be improved. There could possibly be the potential to sell part of the asset to get funds.
- It was pointed out that all the people involved were volunteers and there was no funding at present – finances are obtained from the hire of the Centre.
- At present there is not a licence for alcohol at events and there is a curfew time of 10.30pm to show respect to the neighbours. We need more help if we are to do more at social events.

Steve – the money is there to cover the transition period and there is time to plan for the future of the building and its future use. To renew the lease, ESCC would need to know that arrangements were in place for the Centre to move forwards as a thriving community asset. For this to occur there would need to be help to refurbish or rebuild with people involved in supporting the necessary developments. There needs to be more people involved as trustees, committee members or in other ways and he opened up the meeting to invite questions and give people the opportunity to raise questions and volunteer to help.

Q . How many years would ESCC envisage for a lease? 25 years? Can we be confident that the Centre will not be taken back without consultation?

A. Julia Hilton – confident that ESCC will allow a 25 year lease. Possibility that if sold to a community group that some money should return to ESCC.

Mary – ESCC appear to not be interested in developing the site. There could potentially be a community asset transfer with the building given to a group/charity or there could be fund raising to pay for refurbishment and the running costs.

Steve – number of options to be carefully considered to identify the best option as some bodies offer finance or community funding but that would need to be later after an agreed lease in place, etc

Qs. Can we knock down the present building and rebuild with a straw bale/eco building? Are there appropriate funding streams available for such builds? Can someone buy the building to continue as a Community Centre? Do we need to keep the same footprint? Are there sources of funding to cover employing someone to do a particular job?

A. Steve – appropriate design important for sustainability of the Centre. There must be architectural merit in a replacement building. Help needed to create plans and access funding to fit with aspirations for the Centre. The building is in a Conservation Area – this has been an issue in the past when options were discussed with Sports England (Edwin Rew). There is insufficient funding available at present to refurbish or rebuild – have enough to ‘just get by’. Funding can be raised from the Government without buying the property. It may be possible to access Match Funding. Funding can be for a rebuild or refurbish. It would need a good long term vision and good security of tenure. It would be important to identify which funding bodies are appropriate and concentrate on those only.

Q. Which other community groups are interested?

A. To be investigated further as part of future developments but the groups must be ‘Not for Profit’

There was a plea from Cllr Julia Hilton (and Cllr Claire Carr) that there should be a forum for the opportunity for Community Centres to work together to share expertise and strengthen all their futures.

Cllr James Bacon commented regarding the need to appeal to the diverse community and a suggestion to engage with schools to see what vision the students have for the future of the Centre – this would help drive forward the development and involvement of parents and families.

Summing Up – Steve – what is needed to ensure the future success of the Centre?

- Volunteers with financial expertise
- Volunteers with expertise in applying for grants and funding
- Volunteers with practical and surveying skills to keep an eye on the maintenance and care of the Centre
- Need people to form Working Parties with vision and creativity to drive forward ambitious plans for the building and all other practical aspects
- We won’t get a new lease unless there is the impetus with interested and committed group(s). There needs to be early dialogue with ESCC as they have stated they want to work collaboratively with the group(s) involved from the early stages onwards.

Break – some participants left

## **West Hill & District Community Association AGM**

1. Chair – Steve Mainwaring HVA
2. Present past and new members plus on Zoom (40+) Apologies 14?
3. Matters arising from AGM 2021 – covered in the Open meeting
4. Trustees report (Linda Jeal) – sent out and copies available in the room for new members – accepted

### **West Hill & District Community Association. Trustees Report for Annual General Meeting 2022**

- Welcome to everyone interested in the WHDCA and WHDCC.
- Corona virus update: Continuing to implement Covid Risk Assessment. Regularly checking government rules.
- AGM 2022 16<sup>th</sup> March 7pm at WHCC and also there will be an option to attend on Zoom – to receive the link for this please contact [info@westhillcc.com](mailto:info@westhillcc.com). There will be the opportunity to present the accounts and discuss the future of WHDCC & WHDCA.
- ESCC Lease – This expires on 12<sup>th</sup> March 2023. A business plan has been submitted to ESCC Property and Estates (January 2020) but despite many attempts to clarify the situation regarding the future of the Centre and the potential plans that ESCC may have for the future of the Centre, we have had no reply in writing or any confirmation of their intentions to support the continuation of the Centre as a community facility. Most recent contact made 24<sup>th</sup> February 2022. Extension or renewal of the lease may cost money for fees and a solicitor.
- Thanks to the hardworking volunteers who have kept the Centre running under difficult circumstances. There is a cleaning rota in place – thank you very much to those involved.
- Bookings: Centre is busy during the week and groups now wanting weekend slots. The Committee agreed not to accept party bookings at the moment – to reconsider later. There was an anonymous complain about noise when a drumming group was present but the situation has had a satisfactory resolution with strategies in place to reduce noise impact.
- Security good - Keypad and fobs in use to facilitate entry by hirers. Key distribution logged and instructions for use given to hirers. Security and fire alarms are tested weekly.
- Insurance – all up to date BHIB/Access (Building and Public Liability) – taken over initially by ESCC but now transferred – Manor Insurance. Trustee insurance in place.
- Maintenance:  
The WHDCA Maintenance Plan is being implemented.

- i) E-On- No word from them. The Electrical Certificate work not signed off but heating is on. Thanks to Roger Pallant for fixing that. The electricity certificate nearly completed.
- ii) Exterior door hooks – not done.
- iii) Small gap in one window panel filled but more have been noticed. Dave Upton will fill.
- iv) The West wall and Porch Canopies have been renovated. D.U.
- v) Ron Gray has cut back brambles and repaired lighting tubes.
- vi) French drain installed to improve drainage and prevent potential damage to structure.
- vii) Professional window cleaner did the outside windows and fascia. Thanks to Pat for organising.
- viii) Evidence of a mouse found; Hirers reminded to dust the floor & not leave food on the premises. Gap behind the piano- temporary cover.
- ix) Graffiti: HBC responded very quickly & painted over-MP sent thanks.
- x) The roof has been recovered and insulated to improve the fabric of the building. Some slight damage to part of the roof after the storms in February – repair is done.
- xi) 3 CCTV cameras replaced. Quote waited for 2 more.
- xii) Ongoing issues with parking by Torfield parents, etc. Car Park signs- Thanks to Pat for research – various options under consideration – further discussion needed.
- xiii) Clock fell off wall and has been replace.
- xiv) Electricity Bills: Lots of credit but propose that we keep it there for now- review next meeting.
- xv) Possibility of sitting a Community Composter in the grounds to increase the spread of such facilities around the town – to follow up with a visit to present faculties and discussions with group operating the scheme.

- Finances: Gay Brown & Jo Buxton
- Trustees. At present: Mary Phillips, Linda Jeal & Jo Buxton. Mary Phillips retiring and new trustees sought. Minimum 3, maximum 10.
- HOTRA: Mary continues to be a member on behalf of WHDCA.

Linda Jeal (WHDCA Trustee). 28/2/2022

5. Treasurer's annual accounts - sent out by email and copies available for new members. There were many expenses last year related to maintaining the building plus Covid requirements. HBC grant was very useful. Accounts accepted.  
[..\WHDCC Accounts Signed\[6170\].pdf](#) or  
<https://drive.google.com/file/d/16g32EMEUURpmxJuy80AaKKiaJFwytRgw/view?usp=sharing>
6. WHCC buildings and grounds – maintenance and bookings – covered previously in Open meeting

7. Future of WHDCA and WHCC – covered in Open meeting – many people expressed an interest and a further meeting will be organised to discuss further with interested people (less formal with chance for individual discussions)
8. Election of Trustees – Many grateful thanks to Mary Phillips who has done so much to drive forward developments and offer amazing support to the Centre. She has to step down as required by constitution. Jo Buxton and Linda Jeal to remain. New trustees Anthony Davis (Proposed Linda Jeal/Second Sue Banks) \*\*\* Others are considering if they could also commit to this role. New venue for meetings to be sought as larger venue needed)
9. Election of Committee Members – the existing committee are to continue to support the transition and two new members joined June Pratley and Sue Banks (proposer Linda Jeal/Second Mary Phillips). Others have offered help and the development of working groups, etc to be considered soon.
10. Amendments to the Constitution to be postponed and date of next meeting to be arranged later to enable the inclusion of volunteers willing to help.
11. AOB - none

\*\*\*\* ADDENDUM TO WHDCA AGM MINUTES HELD ON 16<sup>th</sup> MARCH 2022.

To WHDCA Trustees & Committee,

Following the AGM Jim Ralley expressed a wish to become a Trustee of the West Hill & District Community Association to help and support the future of the Centre.

He has a wealth of experience and uses to Centre regularly. He wrote:

*"I'd love to offer my support to join a working group to figure out the future of the centre.*

*As you mentioned in the meeting, what's needed right now is people who can scope out the work that's needed and make a clear plan for the future.*

*In my day job, I work with the UK government, NGOs, and companies to move groups of people through complex decision-making, research, and learning processes.*

*I'd be delighted to bring these skills to the working group, to support project management, process design, and help folks make decisions.*

*I've also done lots of work with bringing in the voices of stakeholder groups and would recommend that we do some kind of large survey with residents in the West Hill area to get a broad range of views.*

*Also keen to become a trustee if you're still looking for more people to join."*

(proposer Mary Phillips/Second Linda Jeal).

WHDCA Trustees and Committee members were contacted electronically to vote on this All returns are positive so:

Jim Ralley has been duly accepted as a WHDCA Trustee and the appropriate documents are being prepared. Yours, Mary Phillips (WHDCA)

MP & JL 28/03/2022

**WEST HILL & DISTRICT COMMUNITY ASSOCIATION**

**INCOME AND EXPENDITURE ACCOUNT**

**BALANCE SHEET**

**YEAR ENDED 31 DECEMBER 2021**

**WEST HILL & DISTRICT COMMUNITY ASSOCIATION**

Accountants Report to the Members :

The Treasurer has approved the financial information for the year ended 31 December 2021, and has acknowledged responsibility for it, for the appropriateness of the accounting basis and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations that have been given to us and we do not, therefore, express any opinion on the financial information.

We can confirm that the Income and Expenditure Account and Balance Sheet annexed, are in agreement with the books and records provided to us.



DAVID J WENHAM & CO  
Chartered Accountants

..... March 2022

**WEST HILL & DISTRICT COMMUNITY ASSOCIATION**

**YEAR ENDED 31 DECEMBER 2021**

**INCOME AND EXPENDITURE ACCOUNT**

	<u>£</u>	<u>£</u>
<b>Income:</b>		
Hire of Centre		12,659.00
Grant		16,906.92
		<hr/> 29,565.92
<b>Expenditure:</b>		
Security Alarm CCTV Maintenance	516.00	
Advertising & Promotion	-	
Administration Expenses	44.44	
Cleaning & Washroom Materials	287.19	
Insurances	1,134.46	
Mobile Phone	-	
Miscellaneous Expenses	90.20	
General Rates - H B C	30.00	
Repairs & Maintenance	2,024.27	
Utilities : Electricity	865.29	
Water	150.90	
Telephone & Broadband	708.24	
Accountancy	<u>300.00</u>	
		6,150.99
<b>Net Income after Expenditure</b>		<hr/> <b><u>23,414.93</u></b>

**BALANCE SHEET      As at 31 December 2021**

Cash in Hand		21.82
Lloyds Bank Account		54,813.35
<b>Total Assets</b>		<hr/> <b><u>54,835.17</u></b>
Represented by:		
Reserves brought forward	31,420.24	
Net Income for the Year	<u>23,414.93</u>	
<b>Total Reserves carried forward</b>		<hr/> <b><u>54,835.17</u></b>

The above Income and Expenditure Account and Balance Sheet for the year ended 31 December 2021 are in agreement with the books and records, and give a fair view of the Association's affairs.

.....  
J Buxton Treasurer

01... March 2022



**WEST HILL AND DISTRICT COMMUNITY ASSOCIATION**

England & Wales - Charity number 1178641

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# Accounts

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Charity Number:1178641

## West Hill & District Community Association

**West Hill Community Centre, Croft Road, Hastings. TN34 3JL**

**Annual General Meeting (electronic) held on 14<sup>th</sup> July, 2021 at 6pm** by email for members & Zoom for Trustees & Committee.

1. Attendees were welcomed. Attendees: Brigit Rossiney, Gay Brown , Pat Carson, Joe Buxton (WHDCA Treasurer & Trustee), Linda Jeal (WHDCA Trustee), Mary Phillips (WHDCA Trustee), Celia Dearing, Cllr Godfrey Daniel.
2. A.G.M Chairperson/ Secretary –agreed. Mary Phillips WHDCA Trustee.
3. All documents were sent to WHDCA members on the contact list. No comments/ questions or objections had been received.
4. Minutes of the last AGM held on 26<sup>th</sup> March 2020 were accepted.
5. Matters Arising from AGM held on 26<sup>th</sup> March 2020. None not included in Trustees report.
6. Trustees annual report: Mary Phillips.

### Trustees Report for the Annual General Meeting, 2021

- Welcome to everyone interested in WHDCA & WHDCC.
- Thanks to the hard working volunteers who have kept the Centre running for another year under difficult circumstances and to Steven Whitfield , who has moved away.
- Another Difficult year:
  - i) Covid 19 closures/ restrictions- on going .
  - ii) Building: Looking good. Roof, guttering, drainage renovated.
  - iii) Insurance: All up to date. BHIB /Access (Building & Public Liability), Manor Insurance. ( Trustee Insurance).
  - iv) Security. Good. Key distribution logged. Access: Instructing new entry systems to hirers is time-consuming for volunteers.
  - v) Bookings: Instructing new hirers of our Terms and Conditions and how to help us keep the venue clean, tidy, safe and secure is time-consuming. No party or big event bookings - will be reviewed in Sept.
- ESCC Lease : The lease expires in 12<sup>th</sup> March 2023. A WHDCA Business plan has been submitted to ESCC Property & Estates. An extension or renewal of the lease will cost money for fees and solicitor. The rent will probably be included. To date the WHDCA have not been invoiced for rent- but this is now evident.
- HBC & Idverde re WHCC grounds. HBC Parks Dept have forwarded suggestions re grass cutting, pollarding & tree planting to ESCC. HBC may no longer cut our grass.
- Maintenance: The WHDCA Maintenance Plan is being implemented.
  - i) Security & Fire Alarm Tested weekly. Alternating Entrance & Back Door.
  - ii) Heating on low after lockdown- mid April- off in May.
  - iii) Cleaning – M.P. Tuesdays & Fridays with visual checks during the week. From 17<sup>th</sup> April 2021- full cleaning schedule resumed with M.P. & J.T.
- Finances: Thanks to Gay & Jo for doing the accounts. High spending: Electrical Certificate due in May. Bank Accounts looking Healthy. Closure and Restart grants received. Revenue from hiring beginning to improve as hirers return after pandemic instructions.
- Trustees: Mary Phillips, Linda Jeal, Jo Buxton. Constitutionally, one trustee has to resign to create a rotation. It would be beneficial to have additional people to come forward in this role. Our minimum number of Trustees is 3 & the maximum is 10. Nomination papers will be provided. For more information contact us on [info@westhillcc.com](mailto:info@westhillcc.com).
- WHDCA AGM will again be done by email as Covid situation is changeable.
- Composter: WHDCA in discussions re the location of one in our grounds.

- HOTRA : Isabel Blackman Centre: ongoing progress. Fore-Shore Trust- reduction in pathways, increased height on rides, insurance concerns re boating lake. Scaffolding & hoarding – ongoing issues. Insecticide concerns-ongoing.
7. Treasurer's Report: Jo Buxton/ Gay Brown.
- i) The WHDCA Annual Accounts 2019- 2020 (verified) were accepted. [whcc accounts 21 pg2.jpeg](#)
  - ii) WHDCA Treasurer's Report 14<sup>th</sup> July 2021

The income generated from use of the centre in 2020 was £7,092, about £4,000 lower than the previous year due to Covid 19. However, a grant of £11,334 from Hastings Council brought the total income up to £18,426, over £7,000 above.

Our total expenditure of £16,255 was about £2,000 higher but this included extensive repairs to the roof. Thanks to the grant, income after expenditure was £5,381.64 higher than 2019 when our outgoings exceeded our income.

So far this year we have received a further total of £16,906.92 in grants from Hastings Borough Council and income from bookings has risen considerably in the last two or three months.

In Lloyds Bank : £50,688.70

Petty Cash: £66.77

The meeting and Jo Buxton thanked Gay Brown for taking over the accounts while Jo is busy.

8. The Building:

i) ESCC Lease: ESCC have new surveyor , Jenni Freeborn, working on our case. She will be doing a site visit soon and seems positive. The meeting agreed that any new lease has to be carefully worded and that the committee should discuss this very soon. Cllr Daniel offered his support in this.

ii) Maintenance Plan: all works on track. [...\Maintenance\Maintenance ALL\Maintenance Plans\Maintenance plans 2020- 2021.docx.](#)

9. Election of Trustees. .( See Trustees Report): Linda Jeal (WHDCA Trustee) resigned, as the WHDCA constitution requires and was re elected. Current Trustees are : Mary Phillips, Jo Buxton, Linda Jeal. Sub Committee: Pat Carson ( WHDCA Phone), Gay Brown( Temporary Treasurer. Jen Tunmore ( WHDCA Maintenance, Cleaning.) Brigit Rossiney & Celia Dearing (WHDCA key holders ) No other nominations were received. WHDCA need to push for new volunteers.

10. Proposals or Amendments to the Constitution: Link to Current WHDCA Constitution: [AGM 2021 docs for publishing\WHDCA Constitution.pdf](#): None All policies have been updated to include pandemic procedures.

Dates of WHDCA AGM 2022. TBA , WHDCA Committee meetings TBA

11. Any other business:

i) HBC will continue to cut the grass.

ii) Composter: Linda Jeal will report back on how this is working in other sites and invite organisers to meet us.

iii) Tree Planting]: Linda Jeal will liaise with people experienced in this and report to us. ESCC have implied that we can go ahead with this.

iv) Parties: WHDCA are getting a number of booking requests but, at the moment the WHDCA don't feel able to accept party booking because of the lack of cleaning volunteers & unstable covid restrictions.

Thanks to all attendees.

Meeting ended 6.40pm.

**WEST HILL & DISTRICT COMMUNITY ASSOCIATION**

**INCOME AND EXPENDITURE ACCOUNT**

**BALANCE SHEET**

**YEAR ENDED 31 DECEMBER 2020**

**WEST HILL & DISTRICT COMMUNITY ASSOCIATION**

Accountants Report to the Members :

The Treasurer has approved the financial information for the year ended 31 December 2020, and has acknowledged responsibility for it, for the appropriateness of the accounting basis and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations that have been given to us and we do not, therefore, express any opinion on the financial information.

We can confirm that the Income and Expenditure Account and Balance Sheet annexed, are in agreement with the books and records provided to us.

DAVID J WENHAM & CO  
Chartered Accountants



..22 March 2021

**WEST HILL & DISTRICT COMMUNITY ASSOCIATION**

**YEAR ENDED 31 DECEMBER 2020**


**INCOME AND EXPENDITURE ACCOUNT**

	<u>£</u>	<u>£</u>
<b>Income:</b>		
Hire of Centre		7,092.00
Grant		11,334.00
		<hr/> 18,426.00
<b>Expenditure:</b>		
Security Alarm CCTV Maintenance	516.99	
Advertising & Promotion	102.32	
Cleaning & Washroom Materials	287.81	
Insurances	865.06	
Mobile Phone	20.00	
Miscellaneous Expenses	158.91	
General Rates - H B C	67.16	
Repairs & Maintenance	10,241.17	
Utilities : Electricity	2,954.00	
Water	238.06	
Telephone & Broadband	504.21	
Accountancy	300.00	
		<hr/> 16,255.69
<b>Net Income after Expenditure</b>		<hr/> <b>2,170.31</b> <hr/>

**BALANCE SHEET      As at 31 December 2020**

Cash in Hand		52.22
Lloyds Bank Account		31,368.02
<b>Total Assets</b>		<hr/> <b>31,420.24</b> <hr/>
Represented by:		
Reserves brought forward	29,249.93	
Net Income for the Year	2,170.31	
		<hr/> 31,420.24
<b>Total Reserves carried forward</b>		<hr/> <b>31,420.24</b> <hr/>

The above Income and Expenditure Account and Balance Sheet for the year ended 31 December 2020 are in agreement with the books and records, and give a fair view of the Association's affairs.

  
J Buxton Treasurer

 March 2021