



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 Prately 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 & District Community Association

Registered charity number 1178641

Financial statements

for the period

1 January 2024 - 31 December 2024

Page	Contents
2-3	Organisational Information
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
	<u>Receipts</u>				
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
<u>24,603</u>			<u>1,000.00</u>	<u>30,712.91</u>	<u>31,712.91</u>
	<u>Expenditure</u>				
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
			-	-	-
<u>26,910</u>	TOTAL PAYMENTS		<u>200.00</u>	<u>15,435.94</u>	<u>15,635.94</u>
- 2,307	Net surplus/-deficit		800.00	15,276.97	16,076.97
<u>65,288</u>	Balance brought forward	1/1/24	<u>-</u>	<u>62,980.83</u>	<u>62,980.83</u>
<u>62,981</u>	Balance carried forward	31/12/24	<u>800.00</u>	<u>78,257.80</u>	<u>79,057.80</u>

West Hill & Distict Community Association

Statement of Assets & Liabilities


as at

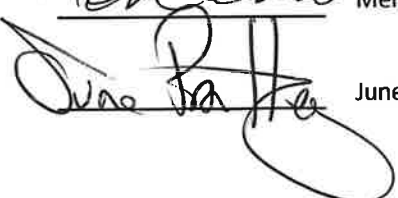
31 December 2024

					Previous year
					Total
					£
Current assets			Restricted Income	Unrestricted Income	Total
			£	£	£
Current Account	@	31/12/24	800.00	7,841.33	8,641.33
Reserves Fund	@	31/12/24		20,353.83	20,353.83
Petty Cash	@	31/12/24		126.14	126.14
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
Current liabilities					
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 trustess 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 & District 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 & District Community Association

Registered charity number 1178641

Financial statements

for the period

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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

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for the period

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West Hill & Distict Community Association

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as at

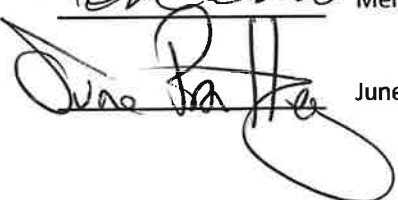
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Merr Jenkins - Chair


June Pratley - Treasurer

West Hill & District Community Association
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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: