

**PAINTERS FORSTAL COMMUNITY ASSOCIATION CIO
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED TO 31ST AUGUST 2021**

PAINTERS FORSTAL COMMUNITY ASSOCIATION CIO

YEAR ENDED 31ST AUGUST 2021

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LEGAL AND ADMINISTRATIVE INFORMATION
YEAR ENDED 31ST AUGUST 2021

Trustees

Prof Christopher J Bennet	Chair of Trustees
Brian Lloyd	Vice-Chair of Trustees (Died 15th February 2021)
Vivienne Bowman	Treasurer
Rebecca M Towler	Membership Secretary
Alastair Greason	Policies
Alexis Shiona Bennett	
Philip T Cornelius	
Barbara Blunkell	
Barbara Elliot	
Clare Annand	
Glennis Bridge	
Jennie Warren	Resigned 16th December 2020
Carol A Gillatt	Appointed 17th December 2020
Jacqueline A Searley	Appointed 15th April 2021

Patron

Lady Kingsdown, OBE

Honorary Life President

Pearl Wall

Honorary Life Vice President

Bobbie Richards

Charity Number

1180045

Correspondence Address

Bay House
Painters Forstal
Kent
ME13 0DU

Independent Examiner

N A Kay FCCA
6 Brogdale Place
Faversham
Kent
ME13 0AF

Bankers

National Westminster Bank plc
13 Market Place
Faversham
Kent
ME13 7AF

**TRUSTEES' REPORT
YEAR ENDED 31ST AUGUST 2021**

The Trustees present their annual report for the year ended 31st August 2021.

Governing Document and Constitution

Painters Forstal Community Association (PFCA) is a Charitable Incorporated Organisation (CIO), formally established on 24th September 2018.

Organisation Structure

The Painter Forstal Community Association Trustees consists of 12 positions. All of these are currently filled. 6 Trustees were elected by the membership at the Annual General Meeting held on 19th September 2020, with 6 of the current Trustees remaining in post for another year. At the AGM the following six Trustees were elected or re-elected: C J Bennett, A S Bennett, B Blunkell, P Cornelius, B Elliot and R Towler.

Sadly, Mr Brian Lloyd, Vice Chair of Painters Forstal Community Association, passed away on 15th February 2021, and we thank him for his service to the Charity. Jennie Warren resigned on the 16th December 2020.

Carol Gillatt and Jacky Searley were co-opted as Trustees, on 17th December 2000 and 15th June 2021 respectively, bringing the Trustees back up to a full complement of 12.

Painters Forstal Community Association has held 11 Trustee meetings in the year since the 2020 AGM. Between September 2020 and May 2021 these were conducted electronically because of the Coronavirus pandemic. All these meetings were quorate. At the Annual Members' meeting held on 19th September 2000 (virtually), the following officers were elected:

Chair: Ben Bennett

Vice Chair: Brian Lloyd

Treasurer: Viv Bowman

Membership Secretary: Rebecca Towler

Objectives and Activities for Public Benefit

The aims (or 'objects') of Painters Forstal Community Association are:

- (1) To set up, provide and operate a community/village hall in the village of Painters Forstal in the parish of Ospringle; and
- (2) To organise and run events, activities or facilities of an educational, recreational, leisure-related, socially-enhancing, health-enhancing or similar nature;

In each case for the benefit of the local community and without distinction of sex, sexual orientation, race or of political, religious or other opinions.

The Trustees confirm that, they have referred to the guidance contained in the Charity Commissioner's general guidance on public benefit, when reviewing the Charity's objectives.

**TRUSTEES' REPORT
YEAR ENDED 31ST AUGUST 2021**

Achievements and Performance

Painters Forstal Community Association

Painters Forstal Community Association is a membership-based CIO. We have, therefore, developed a membership form and a GDPR compliant database of signed up members. Membership is free and open to all. Since our last report we have added another 61 to members to make a total of 172. Of these 36 have elected to be Founding Members and have paid the subscription. In June/July an additional membership drive was conducted focussed on Ospringe and Brodgale Road areas. We believe that this means Painters Forstal Community Association strongly represents the community. Only signed up members are able to stand as a Trustee or to vote at meetings.

Communications

It is crucial to the success of Painters Forstal Community Association and the community/village hall project that we have a dialogue with the community. Painters Forstal Community Association's communication plan consists of the regular door to door delivery of a short newsletter written by the communications group of the Trustees. During the reporting period we have delivered 400 copies of newsletters and/or leaflets to each household in the Parish. This reduced number was due to Covid 19 restrictions

The communications group is also active on social media with both Facebook and Twitter accounts to complement our web-site.

Committees and sub-committees

To facilitate the spreading of tasks, the Trustees have appointed several working groups, as shown in the table below. All the working groups report directly to the Board of Trustees.

Group	Aim	Principle members (Trustee in bold)
Communication and Events	To: • maintain the PFCA website and social media • ensure communication with the community • organise community events and raise funds to support the project	Clare Annand, Rebecca Towler , Sandra Spencer, Jenny Warren, Glennis Bridge, Jacky Searley, Carol Gillatt and Barbara Blunkell
Design and Build	To: • manage the Project Plan to ensure delivery • identify and procure architect services • work with the architect to prepare plans for the hall and to secure the necessary permissions • secure a suitable building contractor through tender	Ben Bennett, Carol Gillatt, Glennis Bridge, Barbara Elliot , Peter Towler, Charles Baxter

TRUSTEES' REPORT
YEAR ENDED 31ST AUGUST 2021

Achievements and Performance

Committees and sub-committees (continued)

Group	Aim	Principle members (Trustee in bold)
Finance	To • identify and secure sufficient funds to complete the build project • develop a Business Plan to ensure that the project is financially	Ben Bennett, Alastair Greason Peter Towler,
PFCA-OPC PWBL sub-committee	• support OPC to apply for a PWBL to support the building of a community hall	Ben Bennett, Viv Bowman

Policies and Governance issues.

It is important that Painters Forstal Community Association sets and reviews policies that comply with statutory requirements for our organisation. This aspect has been led by Trustee Alastair Greason.

During the reporting period Painters Forstal Community Association Trustees considered and agreed the following policies

Approved policies include:

Data protection (review pending)
 Diversity and equality
 Environmental (review pending)
 Procurement
 Safeguarding
 Trustee Code of Conduct
 Conflict of Interest

Painters Forstal Community Association remains a paid member of both Action with Communities in Rural England (ACRE) and the National Council of Voluntary Organisation (NCVO).

Progress towards completion of the Community village

Land Gift and land transfer

Painters Forstal Community Association has been gifted a plot of land in the village for the construction of a new hall by Pearl Wall in remembrance of Doris Knowler. Painters Forstal Community Association was registered as the owner on the 4th March 2019, of the land where it will build the hall.

**TRUSTEES' REPORT
YEAR ENDED 31ST AUGUST 2021**

Achievements and Performance**Progress towards completion of the Community Village Hall construction*****Planning Application***

Having secured outline planning consent for the new hall in April 2018 a reserved matters application for the hall was submitted in December 2019. Painters Forstal Community Association received full planning consent on 18th September 2020.

Building regulations and appointment of project managers

Painters Forstal Community Association received building regulation approval in (11th February 2021) and has appointed a Principal Designer (Woodley Coles Ltd) and a structural engineer (Andy Burgess).

Tendering

Following a Trustee approved tendering process, Painters Forstal Community Association short-listed seven companies and received three full tenders. The average tender value was substantially higher than the pre-tender estimated cost. Trustees decided to re-tender the project.

Fundraising

Key to implementing the project to build a new community/village hall is obtaining sufficient funding. The Trustees set a new fund-raising target to construct a suitable hall of £650,000.

The plan for fund raising consists of three main elements: application for grants, community fund raising through events and donations, and an application to the Ospringe Parish Council for a grant. This grant will be provided by a Public Works Board Loan taken out by Ospringe Parish Council.

Grant applications. In 2018 the then Village Amenities Charity started an application to the National Lottery Community Fund for £240,000. In June 2019 we learned that we had successfully passed the Lottery Board examination (Stage 1) and that our application could progress to Stage 2. Following the unsuccessful tender, Painters Forstal Community Association re-approached the Lottery and made a case for increasing the funding. Subject to Stage 2 approval, the Lottery have now increased their offer to £310,000 of capital funding and £40,000 for recruiting a part time 'community mobiliser' for two years. Dependent upon successful passing stage 2 approval.

The Finance Group is in the process of gathering the necessary data needed by the Lottery for this second stage, which is largely due diligence and compliance issues.

In addition to the Lottery application, a total of 98 funding applications and letters of request have been sent to other potential funders/grant givers.

**TRUSTEES' REPORT
YEAR ENDED 31ST AUGUST 2021**

**Achievements and Performance
*Fundraising (continued)***

Notable funding awards received and confirmed during the period include:

H R Pratt Boorman Family Foundation : £1,000
Garfield Weston Foundation: £20,000 :
Frank Brake Trust: £5,000
The Edward Vinson 1957 Charity Settlement: £15,000
AKO Foundation: £2,000
Bunce Ecclesiastical Trust: £2,000
Queenborough Fisheries Trust: £3,500

In addition, we have been successful in an additional KCC application: Swale Borough Council Special Fund: £15,000

Total grants and donations received and committed to date(excluding the Lottery) are now in excess of £150,000.

Events and Donations. As reported later, Painters Forstal Community Association struggled to organise community events over the last year due to Covid 19. Since our foundation, approximately £50,638 has been raised from events and donations (including funds carried over from the Village Amenities Charity and former Youth Club, an additional cash donation by Pearl Wall of £10,000 in 2021 and money donated from the Community Plan Committee.

Public Works Board Loan (PWBL). The Trustees have formally requested the Parish Council to seek a PWBL as a grant to Painter Forstal Community Association in support of the construction of a community/village hall. Sub committees of Painters Forstal Community Association and the Parish Council have met regularly. Painters Forstal Community Association expects the Parish Council to apply for the loan in the coming months.

Events

Ian Friday of Bourne & Bred Web Design, kindly offered to update and revamp our website and we have cancelled our old web service provider and moved to one suggested by Ian. Since Painters Forstal Community Association was established the Communications and Events Group have organised a number of very successful community events, which have not only been very enjoyable but have raised vital funds. However, because of the Coronavirus pandemic our ability to hold events has significantly reduced. However, in April the communication and events team organised an Easter egg hunt which involved houses that wished to be included on an Easter trail, dressing their homes with an Easter theme and placing a letter in a prominent place to be seen by the road. Families were encouraged to walk round and note each letter which would spell out a word relating to Easter. On completion of the word, the family would receive an Easter egg. This was a free event and all of the Easter Eggs were donated by Trustees or village residents.

TRUSTEES' REPORT
YEAR ENDED 31ST AUGUST 2021

Plans for the Future

The coming activities necessary to achieve our aims are:

- Complete re-tendering process
- Final fund raising
- Appoint contractors and begin construction

We still hope that building can start and be completed in 2022.

Financial Review

The financial statements have been prepared on an accruals basis so as to reflect the true financial position of the Painters Forstal Community Association. The results are shown on page 9

Reserves Policy

The Trustees continue to seek funding to bring the project to a successful conclusion. Once the building is open and income flows from use of the hall, the Trustees will consider what level of free reserves will be required.

Risk Management

During the year the Trustees have reviewed all major risks which the Charity could suffer and confirm all necessary action has been taken to mitigate.

We thank all those who have given their time and support over the period in helping us to achieve the aims of the Painters Forstal Community Association.

Signed on behalf of the Trustees 24th February 2022



.....
Professor Ben Bennett
Chair of Trustees

INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES/ DIRECTORS ON THE UNAUDITED ACCOUNTS OF PAINTERS FORSTAL COMMUNITY ASSOCIATION.

I report on the accounts of the charity for the period year ended 31 August 2021 set out on pages 9 to 15

Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under charity law and is eligible for independent examination, it is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) follow the procedures laid down in the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- c) state whether particular matters have come to my attention.

Basis of independent examiner's statements

My examination was carried out in accordance with applicable Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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.

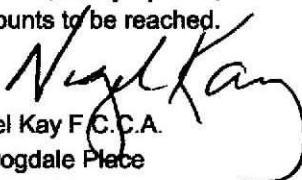
Independent examiner's statement

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:
 - a) to keep accounting records in accordance with section 286 of the Companies Act 2006; and
 - b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Charities Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities.

have 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.


Nigel Kay F.C.C.A.
6 Brogdale Place
Faversham
Kent
ME13 0AF

Date 25th February 2022

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST AUGUST 2021**

	Notes	Unrestricted Funds	Restricted Funds £	Total Year to 31.8.2021	Total Period to 31.8.2020 £
Income:					
Voluntary Income:					
Grants	2	-	28,500	28,500	21,100
Donations and Subscriptions		2,896	10,000	12,896	91,884
Gift Aid		4,984	-	4,984	-
Activities for generating funds:					
Fundraising		-	-	-	4,016
Fees		-	-	-	62
Other income					
Interest		23	-	23	-
Compensation from Bank		-	-	-	300
Total incoming resources		7,903	38,500	46,403	117,362
Expenditure					
Expenditure on charitable activities					
Charitable Expenditure		658	-	658	1,244
Total Expenditure		658	-	658	1,244
Net Income(expenditure)		7,245	38,500	45,745	116,118
Net movement in funds		7,245	38,500	45,745	116,118
Reconciliation of Funds					
Total fund brought forward	8	15,018	122,731	137,749	21,631
Total fund carried forward		22,263	161,231	183,494	137,749

BALANCE SHEET
AS AT 31ST AUGUST 2021

		2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	3		108,486		90,597
Current assets					
Debtors and prepayments	4	5,007		-	
Current account		70,001		47,402	
Cash in Hand		-		-	
Total Current Assets		75,008		47,402	
Liabilities					
Creditors falling due within one year					
Grant repaid	5	-		250	
		-		250	
Net current assets			75,008		47,152
Net Assets			183,494		137,749
The Funds of the Charity					
Unrestricted funds			22,263		15,018
Restricted Funds	7		161,231		122,731
Total Charity Funds			183,494		137,749

Signed on behalf of the Trustees on 24th February 2022 by



Professor Ben Bennett
Chair of Trustees



Viv Bowman
Treasurer

Charity Registration number

1180045

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST AUGUST 2021

1 Accounting policies

The Principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial are as follows:

a) *Basis of preparation*

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16th July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015). Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

The financial statements are prepared on a going concern basis. There are no material uncertainties related to events or conditions which would cast doubt on the Charity's ability to continue as a going concern

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) *Incoming resources*

Income recognition policies

Items of income are recognised and included in the accounts when all the following criteria are met:

- the charity have entitlement to the funds;
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the Charity.
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably

Incoming resources with related expenditure

When incoming resources have related expenditure the incoming resources and related expenditure are reported in the SOFA.

Donations and Grants.

Donations and Grants are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on donations and gifts

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

c) *Resources expended*

All resources expended are recognised once there is a legal or constructive obligation to make a payment to a third party. Resources expended include attributable VAT which cannot be recovered.

The Painters Forstal Community Association will apply for the building contract to be zero rated under section 14.7 of VAT Notice 708.

d) *Fund accounting*

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets this criteria is charged to the fund.

e) *Tangible Fixed Assets*

The Freehold buildings will be depreciated at 2% pa straight line on the completion and opening of the building to the public.

The Land has a value of £80,000 which will not be subject to depreciation.

The cost of professional advisers fees have been capitalised and will be written off together with the cost of construction of the building at 2% per annum on the opening of the community/village hall.

f) *Charity Status*

Painters Forstal Community Association is a Charitable Incorporated Organisation registered in England and Wales. The charity's registered number, principal address and nature of operations can be found in the Legal and Administrative information and Trustees Report.

g) *Currency*

The presentation currency of the financial statements is the Pound Sterling (£).

h) *Taxation*

The charity is exempt from tax on its charitable activities.

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

2	Voluntary income	Unrestricted	Restricted	2021	2020
		Funds	Funds	Total	Total
		£	£	£	
	Grants	-	28,500	28,500	21,100
	Local authorities				
	Swale Borough Council	-	-	-	150
	Charities				
	Kent Community Foundation	-	-	-	5,500
	Queenborough Fisheries	-	4,000	4,000	7,250
	KCC Members Grant	-	-	-	700
	AKO Foundation	-	-	-	3,500
	Tory Family Foundation	-	-	-	500
	The Edward Vinson 1957 Charity Settlement	-	15,000	15,000	
	Beerling Foundation	-	-	-	1,500
	Godinton Trust	-	1,500	1,500	
	H R Pratt Boorman Family Trust	-	1,000	1,000	
	Bunces Ecclesiastical Trust	-	2,000	2,000	
	Frank Brake Trust	-	5,000	5,000	
	Other Grants				
	Barrett Homes	-	-	-	1,000
	Persimmon	-	-	-	1,000
		-	28,500	28,500	21,100
3	Fixed Assets				
		Land	Buildings	Total	Total
			£	2021	2020
				£	£
	Cost				
	As at 1st September 2020	80,000	10,597	90,597	-
	Additions	-	17,889	17,889	90,597
	As at 31st August 2021	80,000	28,486	108,486	90,597
	Depreciation				
	As at 1st September 2020	-	-	-	-
	Charge for year	-	-	-	-
	As at 31st August 2021	-	-	-	-
	Net book values				
	As at 31st August 2020	80,000	10,597	90,597	-
	As at 31st August 2021	80,000	28,486	108,486	90,597

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

4 Debtors and prepayments	2021 £	2020 £
Prepayments	-	-
Gift Aid and repayment interest	5,007	-
	<u>5,007</u>	<u>-</u>
	<u>5,007</u>	<u>-</u>

5 Creditors: falling due within one year	2021 £	2020 £
Trade Creditors	-	250
	<u>-</u>	<u>250</u>
	<u>-</u>	<u>250</u>

6 Analysis of net assets between funds	Unrestricted funds £	Restricted funds £	Total funds £
Fixed assets	-	108,486	108,486
Current asset	22,263	52,745	75,008
Current liabilities	-	-	-
	<u>22,263</u>	<u>161,231</u>	<u>183,494</u>
	<u>22,263</u>	<u>161,231</u>	<u>183,494</u>

7 Restricted Funds	Balance at 01.09.2020 £	Incoming resources £	Expenses £	Transfers £	Balance at 31.08.2021 £
Building and fittings	121,231	38,500	-	-	159,731
Hearing Loop	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
	<u>122,731</u>	<u>38,500</u>	<u>-</u>	<u>-</u>	<u>161,231</u>
	<u>122,731</u>	<u>38,500</u>	<u>-</u>	<u>-</u>	<u>161,231</u>

Restricted fund

Building and Fittings Grants provided for obtaining planning permission and design drawings for the construction of Community/village hall including all fixture and fittings.

Hearing Loop A grant from The Beerling Foundation to provide a hearing loop

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

8 Prior year

The 2020 financial statements were drawn up on a Receipts and Payments basis. The financial statements for 2021 are drawn up on an accrual basis and as a result expenditure in respect of professional charges has been treated as a fixed assets and the Land gifted in specie has been treated as a fixed asset, as a restricted donation.

	£
The opening balance of funds comprises	
Bank Balance previously reported	47,402
Creditor	<u>250</u>
	47,152
Land Gifted	80,000
Fixed Asset additions	10,597
 Total charitable funds as at 31st August 2021	 <u><u>137,749</u></u>

9 Contingent Assets- grants

The Charity has applied for and received conditional approval of the following grants:-

Grant Provider	Amount of grant £	Conditions
Kent County Council Village Hall Fund	20,000	Dependent on evidence that PFCA has sufficient funds to cover build costs
Swale Borough Council Special Fund	15,000	Dependent on evidence that PFCA has sufficient funds to cover build costs
Garfield Weston Foundation	20,000	Dependent on evidence that PFCA has sufficient funds to cover build costs and tender evidence
Ospringe Parish Council (Public Works Board Loan)	Sum to be mutually agreed	Dependent on evidence that PFCA has sufficient funds to cover build costs and tender evidence
Bensted's Charity	10,000	Notification that project has started
Cornwallis Trust	2,000	Payment against invoices for Lobby chair
National Lottery Community Fund	350,000	On completion of due diligence and commencement of project

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST AUGUST 2021**

10) Trustees Remuneration and Benefits

There was no Trustees remuneration for the year (2020 £ Nil). One Trustee (2020 two Trustees) were reimbursed out of pocket expenses totalling £20 (2020 £227) during the year. The expenses comprise webpage fee, van hire and sundry expenses.

11) Related party disclosure

Due to the nature of the Charity's activities, there are connections between some of the Trustees and some of the grants approved. That said, the connections do not influence control over either of the Charity or the institutions the grants are awarded by. Where a connection is identified the Trustee involved declares this and has no influence over the award of that grant. For these reasons, the Trustees do not consider it necessary to detail out these connections.

12) Post Balance Sheet events

From late March 2020 the Charity was slightly impacted by COVID-19 and the resultant lockdown. The trustees held meetings remotely and interacted with service providers and applicants online or by phone.