



# Emsworth Community Association ANNUAL

## REPORT OF THE COUNCIL OF MANAGEMENT

for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

Charity Name: Emsworth Community Association

Registered Charity Number: 1181509

Charity's Principal Address: North Street, Emsworth Hants PO10 7DD

### 1. Trustees Running the Charity:

Trustee Name	Office Dates Acted Body Entitled to Appoint
Richard Stepien	<b>Chairman</b> Whole year AGM
James Bassett	<b>Treasurer</b> Whole year AGM
Jan Butler	<b>Secretary</b> Whole year AGM
Joan Horton	Member Whole year AGM
Jill Millar	Member Whole year AGM
Dwynwen Stepien	Member Whole year AGM
Stephen Long	Member Whole year AGM
Tim Mathews	Member Whole year AGM
Steve Banham	Member Whole year AGM

Additional support to the Trustees was provided by our Local Authority Representatives:  
Cllr Grainne Rason

### 2. Structure, Governance and Management of the Association

Operates in accordance with a constitution drawn up in 2019. The Council of Management meets monthly and the officers and members of the Council of Management are elected annually at the Annual General Meeting.

### 3. Objects of the Association and its Governing Document

As stated in paragraph 1 of the constitution, the Association is governed according to its constitution and its objectives are:

- A. *'To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, nationality, age disability, race or of political, religious or other opinions by associating together the said inhabitants and the statutory authorities, voluntary and other organizations 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'*
- B. *'To establish or to secure the establishment of a Community Centre and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of such a Centre.'*

In relation to these objects, the main activities undertaken for the public benefit, having regard to the guidance issued by the Charity Commission on public benefit, are as follows:

- **EMSWORTH COMMUNITY CINEMA:** The Centre shows recently produced films every fortnight in collaboration with Moviola and audience numbers are increasing, We have a large screen, surround sound and hearing loop technology giving quality performances for all viewers. We have had some very successful films.
- **SOCIAL EVENTS:** We have held the following events during the past 12 months: Quiz Nights,- Wemsfest - a local festival organization, ran a 3-day Beer Festival that brought in a wide range of people from the area;- Christmas / spring and summer craft fairs, local art sales preview evening and various music events with a licenced bar.
- **TABLE TENNIS:** The ECA continues to run several popular sessions that provide physical, mental and social benefits. The sessions are attracting people who are new to the area or have recently retired and wish to have fun and keep fit. In addition, there are five table-tennis teams who are part of the Portsmouth Table Tennis League.
- **CRIBBAGE CLUB:** A weekly Cribbage club that provides both mental stimulation and a social activity continues to run in the Centre.
- **MAJHONG CLUB:** A weekly majhong club that also provides both mental stimulation and a social activity alongside the cribbage club.
- **YOUNG PEOPLE ACTIVITY DAYS:** The Centre is a member of the Emsworth Youth Group who organise regular all day activity days at the Centre – these are all run by volunteers. They have been very successful with between 30 and 50 young people enjoying a range of activities.
- **DEMENTIA GARDENING GROUP:** Emsworth Dementia group meet monthly in the courtyard; this has proven to be very successful with plants grown from seeds that are now replanted in the Friends Garden.
- **THEATRE TICKETS:** The offer of reduced prices for Chichester Festival Theatre performances, for members only, available from - jan\_butler@outlook.com
- **VARIETY OF ACTIVITIES:** The Trustees are delighted that groups and activities at the Community Centre are thriving. As well as a number of new groups having been established, the Centre continues to see a diversity of activities, including many now specifically organised for children and younger people.
- **PUBLICITY:** The *Ems* newspaper publicizes all ECA special events and films and is distributed to all households locally. The ECA website continues to be well-used and effective at promoting Association activities and for giving directions. Additionally, social media sites such as Facebook, Emsworth Mum's, Twitter, Google and Nextdoor are gaining more followers. ECA listings are also displayed on other local community website pages and local Village magazines.
- **MAINTENANCE:** Trustees undertake basic maintenance, alongside Dave, our Handyman, keeping the Centre's day-to-day repairs in order. The Courtyard is, currently used monthly by the Emsworth Dementia Gardening Group as well as other groups.

#### 4. Achievements and Performance

In addition to the achievements listed above, some highlights of the year's work are given below.

**ECA is also a** key member of the recently developed EMSWORTH COMMUNITY GARDENING GROUP in Victoria Road, full details are on our website, or you can contact Kathy Parker Chair, at Emsworth Community Centre.

- **MEMBERSHIP:** Is still managed by Webcollect, this has resulted in easier administration for both the members and Trustees.
- **Emsworth MEN'S SHED:** The Emsworth Men's Shed has continued to grow and increase its membership, they have recently extended their storage space, which is an indication of how well they are growing.
- **THE GALLEY Café:** The café area, has proved to be very successful. Thank you to the volunteers who manage it on a daily basis. The courtyard users have also complimented the café.
- **EMSWORTH LIBRARY:** Emsworth Library operated by Hampshire County Council, Is an important activity at the Community Centre. The Trustees are continuing to work alongside the library management to help develop additional events such as baby play and rhymetime. This generally involves the ECA allocating additional room space so that such events can take place. (unfortunately due to the recent fire the room adjacent to the library is currently out of use, but the activities are continuing in the library).

## 5. Financial Review

The presented accounts are for the 12 months to the 31st March 2025.

The annual income was £108,247 and the expenditure was £95,624 resulting in an overall operating surplus of £12,622. This excess will be needed to fund roof repairs, including the replacement of some sky lights, associated window mechanics, also outside maintenance of the fabric and infrastructure.

For comparison, during the previous financial year 2023-24, the final income from lettings was £74,379. In 2024-25, the annual income from lettings was £84,674.

In order that the Trustees can continue to invest in the buildings and in the improvement of facilities for the benefit of the members and user groups, it is essential that confidence is re-established post-COVID so that income from lettings can continue to offset basic operating costs.

Looking forward, the expenditure account continues to be dominated by payroll and the increased costs for gas and electricity. Consolidation will, therefore, be key to maintaining the projected operating budget, which is currently forecasting only a small end-of-year surplus.

Funding for large projects, such as roof repairs, will be largely derived from existing cash reserves. In the short-term, these reserves are not likely to be replenished significantly. This situation will, therefore, require user groups, Trustees and staff to work together to maintain sustainability and operations at the Community Centre.

The roof fire in the Assembly Room occurred too late in the financial year to have a noticeable effect on the final accounts for 2024-25. A provision of £7000 has, however, been made under maintenance to offset the ECA's potential immediate liabilities following the fire.

## 6. Future Plans for Emsworth Community Association

During 2024-2025 we have seen an ongoing improvement in the administration of monthly invoicing to regular Hirers and, this is reflected in the income from lettings in the final accounts. This has also been welcomed by the Hirers themselves as it helps with their financial budgets. The day-to-day running of the Centre has seen great improvement, particularly with social events and fundraising and we expect this to continue.

## 7. The Trustees Would Like to Thank

Those who have kindly provided donations and grants during the past year.

<u>Donations From Groups / Organisations:</u> <ul style="list-style-type: none"><li>• Bourne Quilters</li><li>• Emsworth Artists</li></ul>	<u>Legacy and in Memory:</u>
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Trustees are also grateful to all the Groups and Hirers who have been very supportive and understanding throughout the periods when maintenance work has taken place. Finally, our thanks go to our staff and the volunteers who have all provided excellent support and enabled us to achieve a great deal during this past year.

## 8. Declaration

Signed on behalf of the charity's trustees:

Signatures		
Full Names	Richard Stepien	Jan Butler
Position	Chairman	Secretary
Date	24 <sup>th</sup> July 2025	24 <sup>th</sup> July 2025

EMSWORTH COMMUNITY ASSOCIATION  
CHURCH PATH CENTRE  
OFF NORTH STREET  
HAMPSHIRE PO10 7DD

Company number CE016167  
Registered charity number 1181509

ANNUAL REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2025

TRUSTEES

R Stepien	Chair
J F Bassett	Treasurer
J Butler	Secretary
J Horton	
D Stepien	
S Long	
J Millar	
S Banham	
T Mathews	

BANKERS  
Lloyds Bank Plc  
PO Box 1  
BX1 1LT

INDEPENDENT EXAMINER

Michael F G Cope FFA FIPA  
12 The Old Flour Mill  
Queen Street  
Emsworth  
PO10 7BT

EMSWORTH COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT  
TO THE COUNCIL OF MANAGEMENT

I report to the Trustees on my examination of the accounts of the above charity for the period ended 31st March 2025

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011("the Act")

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act

Independent examiner's statement


I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in , any material respect:

the accounting records were not kept in accordance with section 130 of the Charities Act:or

the accounts did not accord with the accounting records:or

the accounts did not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accountants Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached



19.6.2025

Michael F G Cope FFA FIPA

Date

Michael F G Cope

Institute of Financial Accountants

12 The Old Flour Mill

Queen Street

Emsworth

Hampshire

PO10 7BT

# EMSWORTH COMMUNITY ASSOCIATION

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2025

	2025		2024	
	£	£	£	£
<b>INCOME</b>				
Membership subscriptions		2349.40		1839.66
Donations		2367.75		4721.71
Lettings		84673.9		74379.58
Fund raising		15603.83		17042.03
Interest received		1220.28		1061.11
Grants		-		3758.00
Solar generation		2031.80		1386.96
		<u>108246.96</u>		<u>104189.05</u>
<b>Deduct : EXPENSES</b>				
Gas	2910.42		4205.33	
Electricity	10676.74		10661.48	
Water	885.59		1028.47	
Insurance	3237.57		3220.73	
Stewardship and Administration	54403.56		56314.67	
Cleaning materials	1919.80		2035.30	
Repairs and Maintenance *	14235.75		6921.29	
Printing Postage Stationery	1020.38		626.59	
Telephone & Internet support	2375.53		3077.56	
Bank Charges	-127.90		239.92	
General Expenses	3860.12		2741.75	
Training and Travel	<u>227.00</u>		<u>132.00</u>	
		95624.56		91205.09
<b>EXCESS OF INCOME OVER EXPENDITURE</b>		<u>12622.40</u>		<u>12983.96</u>

### \* Note

There is a provision of £7000 in this charge to the expenses for repairs in respect of the future expenditure towards the costs to be incurred for the roof in the year 2025/26

# EMSWORTH COMMUNITY ASSOCIATION

## BALANCE SHEET AS AT 31 MARCH 2025

	2025	2024
<b>ASSETS</b>		
Freehold Property and Fittings		
At Cost	299062.35	277200.82
Less Grants received	<u>299062.35</u>	<u>277200.82</u>
Add: Additions	832.80	20361.53
	<u>299895.15</u>	<u>297562.35</u>
Cash at Bank		
Lloyds Bank Plc	117575.73	92948.48
Charities Deposit Fund		
COIF	3229.71	3077.26
Mountford Art Prize Fund	614.49	585.48
	<u>421315.08</u>	<u>394173.57</u>
Debtors and prepayments	7435.00	13806.52
	428750.08	407980.09
Less Sundry creditors	# 18804.47	10656.88
	<u>409945.61</u>	<u>397323.21</u>

## FUNDS OF THE CHARITY

Unrestricted funds	70175.28
Designated funds	339770.33
	<u>409945.61</u>

The foregoing Accounts were presented and approved by  
The Council of Management on 19/06/2025

Chairperson  R Stepien

Treasurer  J F Bassett



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