



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day29	Month10	Year2019		Day31	Month12	Year2020

## Section A Reference and administration details

Charity name	Clay Hill Community Association
Other names charity is known by	CHCA
Registered charity number (if any)	1186027
Charity's principal address	Riverside Community Centre Rosemoor Gardens NEWBURY, Berks. Postcode RG14 2FG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Harold Grahame Farquhar	Chair		
2	Linda Louise Joyce Booker	Vice Chair		
3	Brian Reginald Barnes	Treasurer		
4	Christopher Lusby Taylor	Secretary		
5	Jan Margaret Chapman	Trustee		
6				
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11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
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### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Elected by the current trustees at the Annual General Meeting

### Additional governance issues (Optional information)

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

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

CHCA operates the Riverside Community Centre where, in normal circumstances, it runs activities for school children and hires out halls for a multitude of activities. All our trustees have been DBS checked and we perform due diligence to ensure that all volunteers and hirers are insured, qualified and checked if running sessions that might include vulnerable adults or children.

## Section C Objectives and activities



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

Clay Hill Community Association manages the Riverside Community Centre at Rosemoor Gardens, Newbury, and uses it as a base for its activities such as school holiday clubs and free food distribution. We make halls available to hire for private events, and support many local organisations that use our halls and rooms for purposes that benefit the whole local community and the natural environment.

In planning our activities we keep in mind the Charity Commission's guidance on public benefit.

We maintain and let out a community centre with two halls, two meeting rooms and a kitchen. We encourage but do not require hiring by local residents or for the benefit of local residents. During this year there were a lot of restrictions on activities but a lot of use was made of our centre by the West Berkshire District Council's Children's Services department for family contact sessions.

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

During COVID lockdowns we have taken the opportunity to use the centre as a base for a team of 18 volunteers making scrubs to be given to the NHS and local care homes.


From the first COVID lockdown we have leafletted every address in Clay Hill, our home area of around 2,500 homes, and organised volunteers to help neighbours who were isolating or otherwise needed help. We know of 38 volunteers who responded and are aware of many others.

Throughout, we have been distributing food donated by supermarkets to FareShare. This happens between 4 and 7 times a week.

**Additional details of objectives and activities (Optional information)**

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

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



## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Prior to the COVID lockdown in March 2020 we had a very full programme of events in the community centre. Our role is to facilitate and support organisations and private individuals who need space for their activities.

We take pride in the standard of our centre and put a lot of effort into maintaining and improving it, from litter picking to installing LED lighting.

During COVID lockdowns we took several initiatives, mentioned above, one of which resulted in supplying the NHS with several hundred sets of scrubs at no cost to it.

Another called on our network of volunteers to deliver leaflets to every address to invite neighbours to help one another and to offer to help if no neighbour came forward. The response was heartening. It was apparent that many people wished to help and this greatly improved the sense of "community". This is perhaps the only positive outcome of the pandemic.

The year ended with another lockdown but a greater sense of hope.



## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We have maintained healthy bank balances throughout. Our cash flow has been relatively insulated from downturn in lockdowns as our major outgoing is directly related to our income. We believe our reserves are adequate without being excessive and should allow us to implement new initiatives when life returns to normal.

**Details of any funds materially in deficit**

Not applicable

### Further financial review details (Optional information)

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

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

Our major source of income is the fees that hirers pay to hire our halls and rooms. We have kept our rates constant for several years in order to keep fees affordable to all, in consideration of part of our catchment area being an Area of Deprivation.

We have not performed any fund-raising, nor been given any financial awards, grants or gifts.

Expenditure this year has largely gone on the running costs of our routine activities, including maintenance of the centre and its grounds.

Exceptionally, we purchased material for scrub making and items needed to make the centre COVID-safe such as free face coverings, disinfectant and hand-cleansers.

We have no investments outside our bank accounts, one of which is with the local Newbury Building Society which supports the local community.

## Section F

## Other optional information

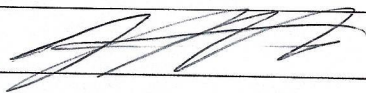
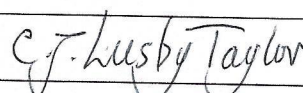
## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Harold Grahame Farquhar

Christopher John Lusby Taylor

Position (eg Secretary, Chair, etc)

Chair

Secretary

Date

30 October 2021



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Clay Hill Community Association

1186027

## Receipts and payments accounts

CC16a

For the period  
from

029/10/2019

To

31/12/20

### Section A Receipts and payments

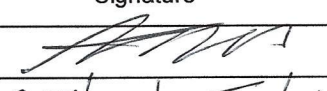
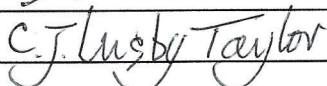
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Regular hirers	17,942	-	-	17,942	-
Casual hirers	6,517	-	-	6,517	-
Interest on building soc. account	127	-	-	127	-
Interest on bank account	1	-	-	1	-
Equipment hire	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	24,587	-	-	24,587	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	24,587	-	-	24,587	-
<b>A3 Payments</b>					
Rent for Riverside Community Centre	11,592	-	-	11,592	-
Petty cash payments	2,850	-	-	2,850	-
Insurance	1,390	-	-	1,390	-
Maintenance, gardening, cleaning etc.	2,920	-	-	2,920	-
Licences and subscriptions	1,505	-	-	1,505	-
Office consumables	1,285	-	-	1,285	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	21,542	-	-	21,542	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	21,542	-	-	21,542	-
<b>Net of receipts/(payments)</b>	3,045	-	-	3,045	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	18,964	-	-	18,964	-
<b>Cash funds this year end</b>	22,009	-	-	22,009	-



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Newbury Building Society	12,884	-	
	Lloyds Bank Treasurer's Ac	7,291	-	
	Lloyds Bank Bus Instant Ac	1,834	-	
	<b>Total cash funds</b>	<b>22,009</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
	Accounts receivable	1,408	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
	Rent for Q4 2020	Unrestricted funds	2,589	11 January 2021
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Harold Grahame Farquhar	30/10/21
	Christopher John Lusby Taylor	30/10/21