

Trustees annual report for the period April 2023 - April 2024

Aims and objective's

The Tadley & District Community Association (also known as TDCA) was created in 1957 with the purpose of improving the lives of the residents of TADLEY and the surrounding districts of Baughurst, the Pamber's, Aldermaston and Silchester. The Association aims to bring together local authorities, local residents and voluntary groups with the purpose of improving educational and recreational facilities for those living in the district.

Most of those activities centre around the hiring of the community centre (The Link) and the youth centre (The Point) and includes a range of activities promoted by the community association and by third-parties in the form of hirings, which include toddler groups, activities for young people, community cinema, coffee morning, Silver Surfer IT training by the Community Association, other groups such as the University of the Third Age hiring of the facilities to provide opportunities for retired residents. Blood Donor service, Eye Screening, Early Years Checks and Youth Offending Service. There are also a number of independent fitness and hobby instructors providing Yoga, Pilates, Martial Arts and Keep Fit classes. We have an Under 5's pre-school, a Home Schooling group and during the week the Association runs evening activities for the youth of the area.

The Association carries out a wide range of activities in pursuance of its charitable aims. The trustees consider these activities as summarised in this document, provides benefit both of those who use our centre and to the wider community of Tadley and district.

Volunteers are an important resource that allow us to deliver a first class service in the running of both The Link and The Point. Without whom, to employ the equivalent number of individuals would be a financial burden on the charity. All our volunteers give their time freely.

Achievements and performance

The Two buildings are available to hire to the general public to run their own activities or events. The Association also run activities and events in these buildings. The Association runs a year round programme of 'not for profit' Coach Trips to places of interest and West End Shows.

A comprehensive program of events takes place typically from 9 am until 10 pm Monday through to Friday.

TDCA also run a community cinema on the first Saturday of each month as part of its fundraising objectives. Along with Hall Hire Birthday Party packages which include the use of the Associations inflatable equipment

In recent years the Association has run a three day a week Food Pantry service which has relocated in the past year from the The Point to its own self contained garden 'log cabin'.

Along with all the above the Association produces an A5 booklet promoting its activities to local residents. TDCA uses social media platforms such as Facebook, Twitter and Instagram, along with its own dedicated website to communicate with local residents.

Financial review

Reserves policy: the Trustees have reviewed the reserves of the charity, their policy is to hold enough funds to meet four months operating costs of the Association.

Principal funding Sources

The charities principal source of income is through hall hire. During the past twelve months our income remained pretty much the same as the previous year at £113,867, community development up by 55% to £21268 , cinema takings decreasing from £4336 to £2951

At the end of our financial year in 2023 we had a deficit of £3595. For the current year the deficit is £58,812 - whilst its significant jump on previous years it reflected spending from the Covid Support Grant we held which is explained later in the report but does not cause the Trustees any concerns.

With an increase in use of the building our expenditure during this period has gone up to £112,227 from £89,053.

Governance costs went up for the same period from £99,213 to £111,562

Cash in the bank /in hand was £141,000

The trustees currently have no concerns about the charity being able to continue as a going concern.

Structure governance and management

TDCA first registered with the Charity commission in December 1963, with a Constitution adopted 29th of April 1959 as amended 25th of March 1993 and the 1st of July 2008.

On the 31st March 2022 Tadley & District Community Association successfully became a Charitable Incorporated Organisation

Linda Mead		Karens Aerobics (User Group)
Chris Spence		Tadley Town Council
Jo Slimmin		Basingstoke & Deane Borough Council (representative role and not a Trustee)
Tony Flahive		Member
Kerri Carruthers		Member (resigned during term - January 2024)

Chairman's Report.

The opening remarks in my annual report last year began with an apology for the delays we experienced in the building works in the The Link. Despite a brief break from the work at the end of last year it was necessary to bring in new contractors to put right the poor workmanship by the original contractors. I can only once again apologise for any inconvenience experienced by our users during this year whilst this work was carried out. By the time this Annual meeting takes place this work should all now be completed and i hope everybody welcomes the enhancements.

As promised last year we got on with other improvements that we had held off, which included the floors in Halls A&B being sanded back and revarnished along with new line markings. We replaced the seating with new banqueting and fold up chairs, along with circular conference/ banquet tables. We also added new audio visual equipment in Hall A and have provided a hearing loop in the the reception and a mobile loop that can be used in the smaller meeting rooms. CCTV monitoring has now been installed in the car parks and has been soft launched over recent weeks and will go fully live for the start of the new school term in September. The only job we have not yet been able to do is the replacement blind in Hall B. We upgraded the sound insulation in hall A to match hall B and introduced it to the Point as well. The Point also saw the patio doors being replaced with aluminium bifold doors. For the coming year we are busily trying to raise funds to replace any of the original fire doors in the Link to match the new ones installed not only for aesthetic reasons but to bring them up to current fire safety standards. It will also be necessary to replace the concrete screed in the The Point.

I'm pleased to be reporting that once again it gives me great pleasure to share with you news of another successful year for Tadley and District Community Association up to March 2024. Despite the challenges thrown at us over the

Organisational structure

The Associations Trustees are responsible for the general control and management of the charity. Trustees give their time freely and receive no remuneration or other financial benefits. Day-to-day tasks of running the charity are delegated to an Association Manager who reports directly to the Association Chair. The Association is supported by a small team of part-time staff and volunteers.

Trustees meet together as a body every six to eight weeks and are responsible for decisions taken in relation to running of the The Link and The Point centres and the activities provided by the charity.

Recruitment and appointment of trustees

Trustees are typically recruited at the annual AGM and can be either members of the Association or representatives of user groups of the Associations. Both Tadley Town Council and Basingstoke and Deane Borough Council make one appointment each

- Holding Trustees (Individuals holding the lease): Warwick Lovegrove and David Leeks (these roles will be abolished on the adoption of the CIO)
- Charity Name : Tadley & District Community Association
- Other name the Charity uses: TDCA / The Link / The Point
- Registered Charity Number: 301736 until July 2022 / 1198457 from 31st March 2022
- Charity's Principal Address: The Link, Newchurch Rd, Tadley, RG26 4NH

TRUSTEES

Trustee Name	Office	Entitlement to Appointment
Adrian Noad	Chair	Member
Chris Reader	Vice Chair	Tadley Community Church (User Group)
Clive Radley	Treasurer	U3A
Rosemary Bond		Member
Marjorie Wilson		Member

preceding years, and during the refurbishment works, we now appear to have settled back to a pattern of hall hiring and activities similar to pre Covid times.

Once again our success is due to the marvellous work carried out by our Association Manager Mandy Atkinson and her team of staff and volunteers, without whom, what is achieved each year cannot be done. We have continued to see the true value of our Community Association coming to the aid of our local residents still in need. We have not abandoned them and ensure they still receive our support through the Food Pantry. As I have said on many occasions and will repeat once again that the building is the centrepiece in delivering activities and services to the widest range of local residents.

During the past year we have again been successful in obtaining grants- in particular in support of running the Food Pantry. A combination of this income and the re-emergence of rising hall hire income has meant we maintained our reserves which enable us to spend money on a number of enhancements as I mentioned earlier.

During the last twelve months we were able to secure funding once again from Tadley Town Council and the Greenham Trust to employ staff to run our 0-19 age group activities. Danielle continues to run the 0-11 programme and we have Lucy & Paige running the 11 to 19 age group.

My thanks go to Chris Reader for his support as the Vice Chairman this year. I mentioned last year Chris's interest in the impending legislation for the Martyns Law. The General Election meant that the Act wasn't passed. However as I write this report the tragic news of the stabbings in Southport possibly do highlight this Act could be rushed through. The argument that it shouldn't apply to smaller community buildings will be hard to campaign against, if politicians decide Southport is an example of why greater security measures should apply to even the smallest public spaces.

Also my thanks to Clive Radley who is stepping down as the Treasurer and a Trustee at this meeting, for his support over recent years.

Finally my thanks go to each and everyone of our volunteers and members of staff, every single one of you is valued and appreciated for what you do. So a big thank you to:

Jill, Val, Viv, Charlotte and Julie in the office.

Terry who helps out with the VIBE group and also with the garden.

Des, Sue, Martin and Ruth in the Computer suite.

David for being the cinema projectionist, Rosie for being the most amazing cinema ice cream lady, Ronnie, Jill and Sue for being our usherettes!

Katy, Amey, Val, Marjorie, Josie, Sue, Pam, Zoe, Gaenor, Neil, Anthony, Steve, Jackie, Mandy Haines, Anne and Lewis in the Food pantry.

Anne, Shannon and Danielle with the Under 5's.

Ronnie for giving us a weekly coffee morning loved by all.
Prue, Colin and Adam for tireless packing away the inflatables and seating.
Larry who retired but still gives freely so much of his time.
Shane who will step in and help where required for our DIY jobs.
And finally Lucy and Paige for running the Youth activities.

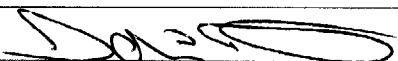
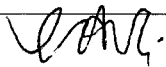
To the Trustees my thanks for your support also.

And finally if you were a fan of the TV series Hill Street Blues, you may recall the opening scene would be in the Police Station for the shift roll call and Sgt Phil Esterhaus would update his officers on all the activities that had happened out on the street earlier that day. He would end that roll call every episode before the opening credits would roll with the line "Lets be careful out there". I mention it for no other reason other than to highlight what I am about to say next as this is my own Sgt Esterhaus moment as I say this next bit every year, - 'without you, the users, the staff and volunteers, this place would be nothing more than a pile a bricks - it is what makes this place what it is, and ensures as a community we have a facility and Association that we can continue to take great pride in'.

Declarations

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

Signed on behalf of the charity trustees

Signature(s)		
Full Name(s)	ADRIAN N OAO	CLIVE RADLEY
Position	CHAIRMAN	TREASURER
Date	8/8/24	8/8/24

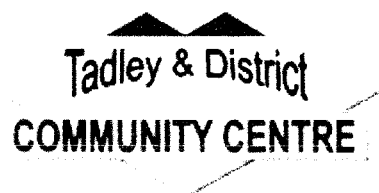
TADLEY & DISTRICT COMMUNITY ASSOCIATION

Charity Incorporated Organisation Number: 1198457

Companies House reference CE029085

(formerly charity number 301736)

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2024



The Tadley Community Centre, Newchurch Road, Tadley, Hampshire RG26 4HN

TADLEY & DISTRICT COMMUNITY ASSOCIATION

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ANNUAL REPORT OF THE TRUSTEES

This report relates to the annual accounts of the Tadley & District Community Association ("the Association") for the year ended 31 March 2024. The Association as a CIO continues to be a registered charity, and remains exempt under section 505(1) of ICTA 1988.

PRINCIPAL ACTIVITY

The Association manages the purpose built Tadley Community Centre – known as The Link and The Point youth building ("the Centre"), to serve those within a 3 mile radius.

TRUSTEES

The following trustees served during the year ended 31 March 2024:

Adrian Noad – Chairman	Chris Reeder – Vice Chair (Tadley Community Church)
Rosemary Bond	Clive Radley – Treasurer
Marg Wilson	Linda Mead (User groups)
Tony Flahive	Chris Spence (Tadley Town Council)
Jo Slimin	(Basingstoke & Deane Borough Council) from May 2023
Kerri Carruthers	(Basingstoke & Deane Borough Council) to Jan 2024

TRUSTEES' RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS

Charity law requires the trustees to prepare the Association's financial statements taking a true and fair view of financial activities during each year and of the financial position at the end of each year. Particular care is needed when:

- selecting suitable accounting policies and then applying them consistently
- making judgements and estimates that are reasonable and prudent
- stating whether applicable accounting standards and statements of recommended practice have been followed and
- preparing figures on a going concern basis unless it is inappropriate to assume that the Association will continue to operate.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the Association, and which enable them to both ascertain the financial position of the Association and ensure that the financial statements comply with the requirements of the Trust Deed and the Charity Commission. They are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees have given consideration to the major risks to which the Association is exposed and are satisfied that there are adequate measures and controls in place to appropriately mitigate those risks.

Signed on behalf of the trustees by 

On 8/8/24

The Tadley and District Community Association was registered with the Charity Commission on 13 December 1963. Its constitution is governed by a document adopted on 29 April 1959, which has since been amended on 25 March 1993 and 1 July 2008.

On 31st March 2022 a CIO (Charitable Incorporated Organisation) was registered which took over the activities of the Charity from 1st April 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the Association's accounts, on pages 4 to 8, for the year ended 31 March 2024.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an examination is required under section 145(1) of the Charities Act 2011, and that section 144(1) (audit) of the Charities Act 2011 does not apply to the Charity.

It is my responsibility to

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), 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 Charity Commission's directions. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

INDEPENDENT EXAMINER'S STATEMENT

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept in accordance with section 130 of the Charities Act 2011 and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Eleanor Greene



Do the Numbers Ltd, 37 Upper Brownhill Road, Southampton, SO16 5NG
3rd July 2024

INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 March 2024

	Note	2024		2023	
		£	£	£	£
Incoming Resources					
Hall hire and Affiliations		113,867		113,481	
Community Development		21,268		13,675	
Community Pantry		31,412		3,716	
Youth Building		36,954		36,778	
Vending Machine		553		883	
Cinema		2,951		4,336	
Income from charitable activities			207,004		172,868
Bank interest			2,600		492
Grants to cover specific expenses		19,261		53,385	
Fund raising		3,843		9,587	
Advertising income		160		3	
Monday Club		2,317		2,001	
Donations		790		234	
Income from voluntary sources			28,970		65,702
TOTAL INCOMING RESOURCES			235,974		238,570
Resources expended					
Costs of generated funds		0		0	
Costs of activities in furtherance of charitable objectives	2	112,227		89,053	
Governance costs	3	111,562		99,213	
COVID community support costs		0		0	
Depreciation of fixed assets		70,997		53,899	
TOTAL RESOURCES EXPENDED			294,786		242,164
SURPLUS/(DEFICIT) FOR THE YEAR			(58,812)		(3,595)
Reserves brought forward			917,209		920,803
RESERVES AT END OF YEAR			858,397		917,209

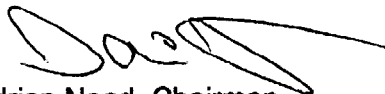
The reserves are all held as a general fund and have no restrictions placed upon them. The fund balance represents all the gains or losses arising for the year and carried forward. All of the Association's operations are classed as continuing.

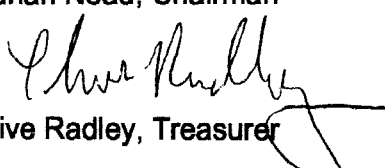
BALANCE SHEET as at 31 March 2024

	Notes	2024		2023	
		£	£	£	£
FIXED ASSETS					
Tangible assets	4		729,032		717,272
CURRENT ASSETS					
Debtors	5	6,534		5,678	
Cash at bank and in hand		135,227		212,799	
		<u>141,761</u>		<u>218,477</u>	
CREDITORS					
Due within one year	6	12,397		18,539	
NET CURRENT ASSETS			<u>129,364</u>		<u>199,937</u>
NET ASSETS			<u>858,397</u>		<u>917,209</u>
REPRESENTED BY					
Unrestricted General Funds			43,717		102,529
Unrestricted reserves – youth building			<u>814,680</u>		<u>814,680</u>
TOTAL FUNDS			<u>858,397</u>		<u>917,209</u>

The trustees approved these financial statements at a meeting
and they have been signed on their behalf by the following trustees:

8/8/24


Adrian Noad, Chairman


Clive Radley, Treasurer

NOTES TO THE FINANCIAL STATEMENTS at 31 March 2024

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the historical cost convention using accounting policies that best give a true and fair view in accordance with The Charities (Accounts and Reports) Regulations 2010, the Statement of Recommended Practice, applicable accounting standards and the Charities Acts 1993 and 2006.

Income

Income is taken to the accounts in the period when the relevant facilities have been used by customers. Where incoming resources have related expenditure (as with fund raising) the incoming resources and related expenditure are reported gross in the Statement of Financial Activities. Donations, grants and other receipts are accounted for when received and the Association has unconditional entitlement to use them. Interest is accounted for when credited to the Association's bank statements.

Expenditure

All expenditure is included in the accounts on an accruals basis and are recognised when there is a legal or constructive obligation to pay for expenditure. Costs that have not been capitalised as fixed assets have been directly attributed to one of the expense categories in the Statement of Financial Activities.

Tangible fixed assets and depreciation

All fixed assets are initially recorded at cost. The cost of building works or equipment donated by the local or county councils have been excluded from the accounts. Tangible fixed assets are depreciated as per the schedule below to reflect their useful life.

Reserves

The Association's reserves policy is to aim to hold at least four months of expended resources to meet its obligations.

Taxation

The Association is exempt from income and corporation taxes under section 505(1) of the Income and Corporation Taxes Act 1988

2. COSTS OF ACTIVITIES IN FURTHERANCE OF CHARITABLE OBJECTIVES

	2024	2023
	£	£
Utilities and services	25,454	20,664
Youth Building	3,001	1,457
Community pantry	12,961	8,662
Building Maintenance	23,684	17,802
Cleaning contractors and materials	18,753	13,861
Entertainment, canteen and drinks	1,124	3,250
Cinema	2,179	3,213
Community functions and developments	22,556	12,288
Monday Club	1,647	1,915
Advertising events	868	929
	<hr/> 112,227	<hr/> 89,053

3. GOVERNANCE COSTS

Wages and salaries	96,576	86,370
Office and general expenses	9,653	7,390
Independent examiner's fees	480	480
Other professional fees	3,323	3,421
Training	1,531	1,551
	<u>111,562</u>	<u>99,213</u>

The average weekly number of paid employees, calculated as full time equivalents, during the year was 4 (2023: 3).

No employee received remuneration of more than £50,000. Those employees entitled to auto-enrollment have a defined contribution pension with NEST.

Trustees are not remunerated nor did any claim reimbursement of personal expenses.

4. TANGIBLE FIXED ASSETS

Basingstoke & Deane Borough Council owns the freehold of Tadley Community Centre and the land on which it is built. On behalf of the Association, Tadley Councillors Warwick Lovegrove and David Leeks held the lease of the Centre in trust for 25 years to 13 June 2019.

A lease replacement for the CIO is underway with BDBC

The Association has capitalised and depreciates the following equipment that it owns:

	Youth Building (4% SL)	Youth Building F&F (33% RB)	Fixtures and fittings (25% RB)	Total £
Cost b/fwd at 1 April 2023	927,768	48,848	176,647	1,153,263
Additions		9,644	73,114	82,758
Cost c/fwd at 31 March 2024	<u>927,768</u>	<u>58,492</u>	<u>249,761</u>	<u>1,153,263</u>
Dep'n b/fwd at 1 April 2023	258,640	43,980	133,370	435,991
Provided during the year	37,111	4,789	29,097	70,997
Dep'n c/fwd at 31 March 2024	<u>295,751</u>	<u>48,769</u>	<u>162,468</u>	<u>506,989</u>
Net book value at 31 March 2024	<u>632,017</u>	<u>9,723</u>	<u>87,292</u>	<u>729,032</u>
Net book value at 1 April 2023	<u>669,128</u>	<u>4,867</u>	<u>43,276</u>	<u>717,272</u>

5. DEBTORS

	2024 £	2023 £
Amounts owed by users of the Community Centre	6,534	5,678
Prepaid expenses	<u>0</u>	<u>0</u>
	<u>6,534</u>	<u>5,678</u>

6. CREDITORS: due within one year	2024	2023
	£	£
Amounts owed to suppliers	273	16,582
Accruals and deferred income	10,000	0
Taxes and national insurance	2,124	1,957
	<u>12,397</u>	<u>18,539</u>

7. TRANSACTIONS WITH RELATED PARTIES

Other than as follows, the Association had no material transactions with any trustees or related parties for the year to 31 March 2024:

Name of related party	Relationship		This year	Last year
Tadley Town Council	Trustees are members	Grant	0	5,000
Basingstoke & Deane Borough Council	Trustees are members	Grant	12,475	0
Allotments for the Labouring Poor	Trustees are members	Grant	0	44,150
Hampshire County Council	Trustees are members	Grant	2,000	0

The Centre Manager is a member of Tadley Town Council but all relevant interests are disclosed at both organisations.

Do the Numbers Limited

37 Upper Brownhill Road
Southampton, SO16 5NG

023 8077 2341

3rd July 2024

Mandy Atkinson, Manager
Tadley and District Community Association
Tadley Community Centre
Newchurch Road
Tadley RG26 4HN

Dear Mandy

Further to my visit to the Centre today, please find enclosed the accounts for the Tadley and District Community Association for the year to 31 March 2024.

I found the systems to be in excellent order, all of the required files were ready upon my arrival.

All of the relevant journals have been posted to the Sage system so reports will match the accounts.

The accounts have been issued in the name of the CIO and should be posted to the Charity Commission on the new account, rather than the old one.

The expiry of the lease has been noted so that BDBC still have an incentive to progress the update and renewal.

Since the closure of the Credir card account, the centre manager is paying substantial bills through her personal credit card and reclaiming from the charity. This is not good practice and increases risk. A new [Lloyds Multipay](#) account should be opened as soon as the bank account changes

To confirm my conversation with the Chairman during my visit :

The youth building cannot be removed from the accounts regardless of the lease status. It is being written down in value at a much faster rate than is normal for a building, to reflect its design limitations.

Bank current accounts that might be suitable for the charity include [Unity Trust](#) and [Handelsbanken](#)

If you require any further information, please do not hesitate to contact me. Please find enclosed my invoice for the agreed fee.

Regards



Eleanor S Greene