



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 04 2021	To	31 03 2022

## Section A Reference and administration details

Charity name Paston & Gunthorpe Community Association

Other names charity is known by N/A

Registered charity number (if any) 266181

Charity's principal address Community Centre, Hallfields Lane

Gunthorpe

Peterborough

Postcode PE4 7YH

### 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	Mr G Pearson	Chairperson		Membership
2	Mr J Boddy	Vice Chairperson		Membership
3	Ms A Bancroft	Secretary		Membership
4	M Gregory			Membership
5	Mrs B Gregory			Membership
6	Mrs Z Boddy			Membership
7	Mrs M Woods			Membership
8	Mrs R Hughes			Membership
9	Mrs R Brien			Membership
10				
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

**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)

Association

Trustee selection methods  
(eg. appointed by, elected by)

Elected by membership & Co-opted by Managing Trustees

**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.

The Association is managed by its 3 officers and 6 Managing Trustees. The building is managed by a paid Centre Co-ordinator.

## Section C Objectives and activities

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

The objects of the Association are to: -

(a) promote the benefit of the inhabitants of Paston and Gunthorpe and the neighbourhood defined "the area of benefit" without distinction of sex or of political, religious, or other opinions by associating the local authorities, voluntary organisations, and inhabitants 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.



**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)**

(b) establish or secure the establishment of a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with the local authority or other person or body) in furtherance of these objects.

(c) promote such other charitable purposes as may from time to time be determined. The Association shall be non-party in politics and non-sectarian in religion and not to discriminate in race or gender.

The Managing Trustees have paid due regard to the guidance issued by the Charity Commission on the public benefit in the advancement of community development.

Make the building available for hire to local groups, individuals, and commercial hirers that provide a service for the local community.

Make the building available for the local community to hire at affordable prices.

Make the building available for elections (polling station)

The Association has its own sections that provide activities for its members as well as having affiliated groups and commercial hirers that supply a similar service.

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

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

- policy on grant making.
- policy programme related investments.
- contribution made by volunteers.

Volunteers are an essential part of the Association ability to function. The trustees recognise the commitment and effort put in by all its volunteers.

Additional funds are having to be set aside to cover for general and essential repairs to the building. The main reason is government cuts to council budgets, which are preventing the council from complying with its lease obligation to carry out the necessary repairs to the building.

All this year's Officers & Trustees have agreed to put their names forward for 2022/23 elections.

## Section D

## Achievements and performance

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

Covid 19 lockdown on certain activities were impacting attendances at the Centre during the opening few months of 2021/2022 financial year. The year started under lockdown for everyone except the pre-school, the Centre gradually opened for other activities as the year progressed. All our elderly groups for safety reasons decided not to return until late summer.

A great deal of time, effort and cost was put into making the Centre safe for groups and hirers to return. Extra cleaning and sanitising were carried out, sanitising stations were positioned around the building. Safety screens were positioned on tables to protect people that were helping at fundraising events. Covid 19 related signage was displayed throughout the building.

Weekend bookings were down as people seemed reluctant to socialise or did not want to risk arranging parties or weddings in case they had to be cancelled at short notice.

The Association along with the Open Door Church put on a successful free of charge Christmas party for disadvantaged children from the local primary schools. With all social distancing rules hopefully removed by Christmas 2022 it was hoped the event could be enlarged to allow more children to attend.

Energy contracts were taken out in June 2021 to start 1<sup>st</sup> January 2022 until 31<sup>st</sup> of December 2023.

## Section E

## Financial review

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

The Association aim is to have at least 100% of previous year's expenditure in reserve. Also, a fund needs to be built up to cover repairs and replacements due to the part withdrawal of Peterborough City Council funding towards Community buildings.

### Details of any funds materially in deficit

### 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.



The Association ended with a surplus of funds for the year. This was mainly down to a rate reduction and drastically reduced energy bills and other operating costs. Income was greatly reduced by the drop off in private hire, commercial hire, group attendances & fund raising.

## 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)	Mr G Pearson	Mr J Boddy
Position (eg Secretary, Chair, etc)	Chairperson	Vice Chairperson
Date	28/06/2022	



**PASTON & GUNTHORPE**  
**COMMUNITY ASSOCIATION**

**STATEMENT OF ACCOUNTS**  
**FOR YEAR ENDED**  
**31<sup>ST</sup> MARCH 2022**

**AUDITOR'S REPORT**

I have prepared the attached Income & Expenditure Account for the year ended 31st March 2022 and the Balance Sheet as at that date from the books, records, information, and explanations received from the Officers of the Association.

Due to the nature of the income received by the Association my examination and audit has been restricted to the entries in the books and records.

From that examination of the books and records it is my opinion that the Income and Expenditure Account correctly reflects the entries which appear in the books and records for the year ended 31st March 2022.

K. T. J. DALTON FCCA

Auditor, 27<sup>th</sup> April 2022

# INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2022

2021		2022
£		£
	Income	
7,364	Hire of Hall (note 1)	25,651
508	Income from Sections (note 2 )	1,238
1,737	Fund Raising (note 3)	5,206
51	Refreshments (note 4)	798
13,432	Grants	1,116
0	Bar Income	54
25	Membership	248
144	Interest Received	13
<u>8</u>	Misc Income	<u>0</u>
23,269		34,324

# INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2022

2021		2022
£		£
23,269	Total Income Brought Forward	34,324
	Less Expenditure	
990	General and Water Rates	550
3,558	Light and Heat	1,909
176	Security Maintenance	293
446	Telephone	341
3,176	Cleaning (Wages and Materials)	7,798
538	Repairs and Renewals	1,073
323	Printing, Postage, Stationery and Advertising	491
0	AGM Expenses	0
714	Book-keeping, Payroll and Audit	1,191
920	Insurance	908
0	Christmas Parties	280
804	Licences & Sundry Expenses	375
325	Officers' Expenses	454
4,742	Centre Co-Ordinator	6,901
1,029	Depreciation	492
<u>17,741</u>		<u>23,056</u>
5,528	Surplus for the year	11,268



## BALANCE SHEET AS AT 31ST MARCH 2022

2021			2022
£			£
		<u>Fixed Assets</u>	
2,229	Equipment Brought Forward	1,200	
0	Additional Costs	<u>1,142</u>	
2,229		2,342	
1,029	Lees Depreciation	492	
1,200			1,850
		<u>Current Assets</u>	
860	Stock	935	
0	Debtors	1,269	
14,035	Cash at Bank Current Account	25,888	
120,476	Active Saver Account	120,488	
500	Cash in Hand	<u>500</u>	
135,871		149,080	
		<u>Current Liabilities</u>	
1,131	Creditors and Accruals	3,722	
<u>134,740</u>	Net Current Assets	<u>145,358</u>	
135,940		147,208	
		<u>Financed By</u>	
111,782	Acumulated Brought Forward	117,310	
5,528	Surplus for Year	11,268	
117,310			128,578
<u>18,630</u>	Future Building Maintenance Fund	<u>18,630</u>	
135,940		147,208	

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

## NOTE 1

### Hire of Hall

2021		2022
£		£
7,364	Private Lettings	25,651
<u>0</u>	Tang Soo Do	<u>0</u>
7,364		25,651

## NOTE 2

### Income from Sections

£		£
490	Bingo	976
0	Prize Bingo	0
18	Whist	262
<u>0</u>	Carpet Bowls	<u>0</u>
508		1,238

## NOTE 3

### Fund Raising

£		£
480	Football Cards	1,259
464	Last Number	1,771
<u>793</u>	Raffles	<u>2,176</u>
1,737		5,206

## NOTE 4

### Refreshments

£		£
507	Income	1,930
<u>456</u>	Expenditure	<u>1,132</u>
51		798

### Declaration of conflict of interest

The chairman has two possible conflicts of interest. Firstly, his wife is an employee of P&GCA. More recently his son in law has been made a director of the cleaning contractor used by P&GCA. Both appointments were made by P&GCA before the chairman was a trustee & officer of the Association so he took no part in their appointments. If any remuneration changes or contractual negotiation are entered into with these other parties then those talks will be undertaken by other officers & trustees of P&GCA. The chairman will not be present at these talks and will not take part in any of the decision making process.

**PASTON & GUNTHORPE**  
**COMMUNITY ASSOCIATION**

**STATEMENT OF ACCOUNTS**  
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