

Report of the Executive Committee for 2021 presented to the Hythe & Dibden Community Association at its Annual General Meeting Thursday 23rd June 2022

The advent of Covid-19 and the national lockdown of March 26th 2020 have seriously affected the work of the Community Association and the opening of the Community Centre. The easing of instructions about returning to the work place on 4th July 2020 and our ability to re-open for medical related hirings allowed us to ease forward once we had our Covid-19 risk assessment in place. Hand cleansing facilities were provided and the building divided into route-ways which ensured that a 2-metre spacing between individuals was possible. The lift, while available for use was limited to one individual at a time or a couple from the same household. The wearing of face covering was enforced for everyone except those who were exempted on medical grounds. Regular cleaning of the toilet facilities and all surfaces in the building which could be handled was undertaken. Only users of those hirings for medical reasons were allowed in the building with access to the general public prohibited. The building was provided with full advisory signing.

With the easing of the regulations we were able to offer the pre-school the opportunity to return. However, it was felt that the normal practice of allowing the parents of the children into the building and waiting in the corridors and café area was too great a risk. It was therefore decided that the parents could deliver their children to the secondary door into Hall 2 and hand them over into the care of the staff without they themselves entering the building. The hall has toilet facilities for the children so they had no requirement to enter the remaining parts of the building and the linking door remained locked as was normal practice. The leaders were allowed access to the main toilets as long as they maintained the necessary protocols.

All regulations have now been removed and the public has full access to the building. However, the Pre-School find it advantageous to continue with the existing use of the outside door for the children's access and we have agreed temporarily to that with a re-assessment later in the year when the winter weather returns.

Financial Report Year 2021

The Covid-19 Pandemic continued to have a major effect on our finances. Rents from hirings whilst recovering from the £14,117 in 2020 up to £20,973 in 2021 are well short of the £31,697 of 2019. Membership revenue continued to drop reaching £496 when compared to the 2020 figure of £952. The Kitchen was not open in 2021 and provided only £211 income after expenditure for minor sales by trolley provision. Our book sales rallied slightly from zero in 2020 to a modest £13 in 2021. However, Government support provided a Business Support Grant brought in a very welcome £12,000.

With the greater use of the Centre in 2021 expenditure on services rose from the low level of £9,244 in 2020 to £11,223 but is still below that of £12,873 in 2019.

It had been decided early in 2020 that, with the advent of the Government Job Retention Scheme, we would place our part time staff on furlough but continue to maintain their wages at the normal level in order to prevent any hardship during the Pandemic. As use of the Centre began to return to normal we were able to bring the cleaning staff and office manager in for reduced hours whilst claiming under the scheme for the balance of their normal hours. The scheme finished on 30 September 2021 and our part time staff returned to their normal hours

Overall Income, including Support and Job Retention grants, amounted to £43,334 compared with £50,509 last year whilst Expenditure amounted to £39,138 compared with £34,924. The year-end differential was a surplus of £4,191 compared with a surplus last year of £15,585.

Whilst the quoted figures imply that we are carrying forward a significant 2 year surplus it has to be born in mind that the effects of the Pandemic are not yet over and this sum will continue to support us well into 2022 as bookings slowly increase to a level where we are self sufficient.

A copy of the accounts is available to all members in the Association Office.

The Future

At the time of this report the future is somewhat uncertain. Our commercial bookings have recovered to a large degree but the social groups are slow to return with some of them now having so few members that they are unable to continue.

We, in company with all commercial businesses and private consumers are being strongly affected by the increase in gas and electricity prices. Last year together they amounted to nearly £5,000 or 12% of our expenditure and this will rise significantly in the future. We will have to monitor usage carefully and minimise waste.

We still need to market the Centre more, in order to increase our hirings and revenues, but in addition we need to explore new ventures and identify other uses which would still be in keeping with the ethos of the building and not be in conflict with our planning category. The Café area has just been re-opened for drinks though not yet for snacks and users will be able to use our WiFi connection free of charge.

Our web site continues to make prospective hirers aware of what we have to offer and if groups wish to make use of that or our facebook page they merely have to provide us with the “copy” and we will do the rest.

One insurmountable problem is that there is a surplus of venues in the area which has arisen since we erected the new building. Most of the new venues have been created within the local authority and ecclesiastical environment and are not necessarily provided at a realistic cost as they are within buildings whose basic costs are already covered within their overheads.

Personnel

Members are aware that we employ 3 members of staff on a part-time basis. We have always been realistic and increased the wages paid to members of staff by the relevant national index in order to maintain the “value” of that wage and we have absorbed that cost when assessing our annual hiring rates. Currently the Government is progressively increasing Minimum and Living Wage levels considerably above the index. Whilst we fully support the need to increase wages for the lower paid it does place additional strain on our finances and viability.

The Community Centre Building

The basic maintenance on the building continues at a significantly low level and most of our costs have been incurred through our need to ensure our emergency services such as the fire and burglar systems and our lift are regularly tested and maintained. However, the original part of the building is over 50 years old (re-erected from another site in 1982) and the new part was opened 20 years ago. We can therefore expect significant increase in our maintenance costs in the next few years.

Direct Services

With the closing of the Hythe & Dibden Community Association Minibuses we no longer run any direct services.

Indirect Services

The Community Cars Service; a voluntary group, continue to use our office as their headquarters between 9 and 11am each day and provide an invaluable facility for members of the community; primarily for visits to health related venues but also for the more mundane such as shopping and the hairdressers etc.

The Age Concern Chiropody Service continues to provide within the Community Centre a very well patronised and needed service within the community.

From 15th September 2020 Inhealth Intelligence, an NHS service provider, have been using the Centre for an Eye Screening Service for people with Diabetes. This is very well utilised and provides a facility for our community without them having to travel outside of the Waterside.

It has always been the hope of the Executive Committee, since we had our rebuilding, that in spite of not being able to maximise our revenues through the provision of a new all-purpose hall we would be in a position to move into a surplus financial state year on year. For a variety of reasons we have not achieved our hopes and we are unhappy with the state of affairs. This is in spite of every endeavour to increase our footfall and revenues. However, competition with the increased accommodation being supplied by churches and the local authority in the area has precluded that from happening. Covid-19 has made us consider the future use of the building in the fullest sense and we are currently looking at all aspects of using the building in other ways whilst still remaining true to our basic aims and objectives.

We continue to believe in the future and hold that the Community Association and the Community Centre will continue to meet the needs of the community howbeit perhaps in a changed perspective.

We would like to commend this report to you for your adoption.

Graham Parkes, Chairman

HYTHE AND DIBDEN COMMUNITY ASSOCIATION

Accounts

31 December 2021

HYTHE AND DIBDEN COMMUNITY ASSOCIATION

Independent examiner's report to the trustees on the unaudited accounts of the HYTHE AND DIBDEN COMMUNITY ASSOCIATION for the year ended 31 December 2021

Respective responsibilities of trustees and examiner

The Charity's trustees consider that an audit is not required for this year
It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act, the Charity Commission (under section 145(5)(b)) of the Charities Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general 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 the 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:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.



John F.M. Coombes
Accountant & Tax Adviser

The Old Manor
Manor Road
Dibden
Southampton
SO45 5TJ

23 June 2022

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Income and expenditure account
for the year ended 31 December 2021

	2021	2020
	£	£
Income	43,334	50,508
 Expenditure		
Wages, salaries and other staff costs	21,786	20,652
Rent, rates, power and insurance costs	11,223	9,244
Maintenance and renewals of property and equipment	3,550	2,552
Telephone, stationery and other office costs	2,227	2,067
Bank, credit card and other finance charges	17	-
Accountancy, legal and other professional fees	300	300
Depreciation and loss/(profit) on asset disposal	40	108
	<hr/>	<hr/>
	39,143	34,923
 Income excess	 <hr/>	 <hr/>
	4,191	15,585

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Balance Sheet
as at 31 December 2021

	Notes	2021 £	2020 £
Fixed assets			
Buildings and equipment	1	15,356	15,396
Current assets			
Debtors		781	2,682
Bank balance - HSBC		38,104	31,556
Till floats		100	100
Petty cash		48	99
		<u>39,033</u>	<u>34,437</u>
Current liabilities			
Creditors		<u>2,247</u>	<u>1,882</u>
Net current assets		36,786	32,555
Net assets		<u>52,142</u>	<u>47,951</u>
General fund			
Balance at start of period		47,951	32,366
Income excess		4,191	15,585
		<u>52,142</u>	<u>47,951</u>

The accounts were approved by the Trustees of the Hythe and Dibden Community Association on
23 June 2022


Graham Parkes, Chairman

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2021

1 Income and Expenditure Account

	2021	2020
	£	£
Income		
Rents receivable	20,973	14,117
Membership	496	952
Books	13	-
Donation	60	-
Business Support grant	12,000	25,000
Job retention scheme	9,581	9,528
	<u>43,123</u>	<u>49,597</u>
Kitchen	250	1,011
Less: Expenditure	<u>(39)</u>	<u>(100)</u>
	211	911
Interest receivable	-	-
	<u>43,334</u>	<u>50,508</u>
Expenditure		
Wages, salaries and other staff costs		
Wages Office manager	8,160	7,845
	8,160	7,845
Cleaners	13,626	12,807
	<u>21,786</u>	<u>20,652</u>
Rent, water, power and insurance costs		
Ground rents	2,220	2,220
Water and sewerage	565	724
Electricity	2,843	1,729
Gas	2,215	1,411
Insurance	3,222	3,005
TV licence	158	155
	<u>11,223</u>	<u>9,244</u>
Maintenance and renewals of property and equipment		
Building maintenance and Safety	3,586	2,160
Less: charged PAT testing	<u>(12)</u>	<u>(12)</u>
	3,574	2,148
Cleaning materials	52	477
Less; charged to J & J	<u>(76)</u>	<u>(73)</u>
	(24)	404
	<u>3,550</u>	<u>2,552</u>

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2021

Telephone, stationery and other office costs

Telephone	1,512	1,383
	1,512	1,383
Internet	86	86
Office consumables	119	128
	119	128
Copier costs	678	683
Less: income	<u>(168)</u>	<u>(213)</u>
	510	470
	<u>2,227</u>	<u>2,067</u>

Bank, credit card and other finance charges

Bank charges	<u>17</u>	<u>-</u>
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Accountancy, legal and other professional fees

Accountants fees	<u>300</u>	<u>300</u>
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Depreciation and loss/(profit) on asset disposals

Depreciation	<u>40</u>	<u>108</u>
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HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2021

1 Buildings and office equipment

	New building	Building & office equipment	Total
	£	£	£
Cost			
At 1 January 2021	533,279	33,440	566,719
Less: Grant	(517,923)		(517,923)
Disposals	-	-	-
At 31 December 2021	<u>15,356</u>	<u>33,440</u>	<u>48,796</u>
Depreciation			
At 1 January 2021	-	33,400	33,400
Charge for the year	-	40	40
On disposals	-	-	-
At 31 December 2021	<u>-</u>	<u>33,440</u>	<u>33,440</u>
Net book value			
At 31 December 2021	<u>15,356</u>	<u>-</u>	<u>15,356</u>
At 31 December 2020	<u>15,356</u>	<u>40</u>	<u>15,396</u>

HYTHE AND DIBDEN COMMUNITY ASSOCIATION

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At 31 December 2020	<u>15,356</u>	<u>40</u>	<u>15,396</u>