

# **Report of the Executive Committee for 2023 presented to the Hythe & Dibden Community Association at its Annual General Meeting Wednesday 15th May 2024**

Since our last A.G.M in May 2023, the new Executive Committee, have, with the help of those members of the General Committee and the Centre Manager, been closely involved with planning for the future safeguarding of the Community Centre. With regard to the objectives of the Association we are doing our best to encourage the use of the Community Centre by any organisation that will benefit the inhabitants of the Parish of Hythe & Dibden, without trying to discriminate in any way.

The Executive Committee have held regular monthly meetings with those members who would normally form part of the General Committee. The General Committee is formed of representatives of groups and organisations using the Community Centre who fulfil the requirement laid out in the Constitution. Any such member groups are entitled to have a vote at the AGM.

At last year's AGM there was a lot of anticipation regarding an observation by the Arts Council that there is a deficit of opportunities in the Waterside area for 'the Arts'. It was proposed that if sustainable opportunities could be found and organised that the Arts Council would consider funding all or part of this. There were a number of meetings held here in the Community Centre but there was no progress or follow up to suggestions made. All the other venues with a possible interest in this idea are now running with their own ideas. We are presently working with the Waterside Art Group, our largest and longest running member group, with proposals that we hope will help them and the Community Association to move forward.

The rest of the Executive Committee's work has been with the long term running of the Community Centre so it can continue to provide, on the Associations behalf, the service it does.

## **Direct services: Our Community Centre:**

We are continuing to welcome new groups and organisations to our facilities. There are 2 new U3A groups, History and Canasta. Canasta have become a membership group.

## **Centre Usage**

Total number of hirings for the year is 1002. This number is a little lower than expected as Little Stars preschool started in October instead of September and so removing twenty full day sessions. Also with the removal of the Chiropody service in November whose future booking would have added to this total. Evening bookings are staying constant – especially on Tuesdays but afternoon sessions haven't returned to the pre-2020 level and this leaves the centre, on many days, feeling empty and quiet except for the pre-school.

## **Usage across our groups (Beyond normal hirings):**

**The Waterside Art Group** returned for their Art Exhibition in August 2023 and covered two full Saturdays, although with a more compact showcase of their wider skills. This was the only Membership Group to make use of the facilities outside of their normal hirings.

## **Across other users (Associated / Commercial):**

**The Calshot Divers** have had two weekend training sessions. Photos from which they posted online of our hall 2.

**National Vegetable Association** had one training and examination full day Saturday which saw them bringing in championship winning fruit and veg for standardising their marking regimes – some of this was then donated to interested parties.

#### **Indirect Services: Via renting the Community Centre.**

**Jack & Jill's preschool.** Due to their committee deciding to wind up, the preschool closed suddenly at the end of July 2023. All their bills to us were paid.

**Little Stars preschool,** opened in October 2023, with just a small number of children. They have been given some concessions on price – mostly due to not needing the same amount of storage space or refuse collection. They have settled in very well, with their numbers slowly increasing and are looking forward to their next full year. In April, due to their growth our price concession was reduced and we expect to reduce it further in September.

**Hythe Voluntary Car 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; for visits to health related venues. At present due to lack of volunteer drivers, they are unable to help with the more mundane such as shopping and the hairdressers etc.

**The Age Concern Chiropody Service** sadly left the Community Centre just before Christmas as they now provide this much needed service from their new premises in Hythe.

**Smoke Free Hampshire's** time with us also came to an end in February as numbers were too few to cover their continued presence.

**Inhealth Intelligence,** an NHS service provider, continues to provide within the Centre 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.

**hArt (Hampshire Art for Recreation and Therapy),** offer activities to support mental health, wellbeing and wider social issues in people of all ages and abilities.

#### **Financial Report Year 2023**

##### **Incoming:**

When we compare 2023 to 2022, we show a net loss. This loss is caused by the fact that we no longer receive any grants. In 2022 we received a grant of £4000. The total income for the Association in 2023 was £35537 compared to £38629 in 2022. Rents from hiring the Community Centre's rooms out were £33361 compared to £33200.

Membership numbers have continued to return to the pre-covid level with 175 members in 2023 compared to 124 in 2022. Our "normal" level is about 285 as demonstrated in 2019.

The kitchen, while still not being fully open and being serviced from the office had a net income of £1063 – a rise of two thirds on the previous year. This will increase in the next year when we restart selling sandwiches.

Book sales are also recovering, with receipts of £135 but this should decrease next year as our supply of books gets purposefully run down.

##### **Outgoing:**

Once again we had only a small increase in the utility service expenditure of £243 over 2022's amount. We are still getting the benefit of the negotiations that our former Chairman, Graham Parkes, had with our energy broker "Every Aspect" to obtain the best fixed price deals for gas just before the major increases started. This deal will last for 3 years, ending in 2025. A similar deal was made for electricity which started in May 2023 and will last until 2026.

Negotiation of the updating and upgrading of our telephone systems began as the previous 5 year contract expires in 2024 and with the nationwide switch to digital services by 2026 it was wise to get it done early. This was accomplished earlier than expected in December with fresh trunking of cables around the building providing direct lines to hall 2 (for preschool), Room E (for hirers), the kitchen and the office proper with a later option of including the Voluntary Cars within the system. This option was not exercised this year.

The costs for maintenance were substantially reduced at £4103 against £11783 in 2022. The one boiler is continuing to function, although we are looking at having a “power flush” for the heating system, to clear any blockages and maintain the efficiency of the system before the next winter season.

One notable outgoing was having to replace a broken window in Hall 1 in September. This breakage was boarded up by the police and the cost of both replacing the window and the boarding up amounted to around £500. The damage causer, known to us only as “J”, had promised to pay for it but backed out. We’re very thankful to PJ-T Double Glazing Repairs for their speedy service. We will be retaining their services in the future.

Overall Income amounted to £35537 compared with £38629 last year whilst Expenditure amounted to £43714 compared to £48864 last year. The year-end differential was a loss of £8177 compared to a loss of £10235 last year. Total differential was £2058 which is accounted for by the increase in wages.

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

## **The Future**

At the time of this report the future is somewhat uncertain, but looking better. As reported earlier, our commercial bookings have recovered to a large degree but membership groups having fewer numbers, are still recovering as can be seen by this current year’s membership. This is still of concern for the Association which is made up of and run by members.

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 Association while not being in conflict with our planning category.

One insurmountable problem, as noted in previous years, is that there is a surplus of venues in the area which has arisen since we erected the new Centre. Most of the new venues have been created within the local authority or ecclesiastical environment which protect them from incurring costs that an independently run building such as our centre does. For example: refuse – churches get their waste taken away free whereas businesses, like ours, must pay.

As for other streams of income: The “Inn Centre” Café area has, as of Easter 2023, been re-opened for tea, coffee and biscuits though not yet for other snacks. Income for 2023 was £1227 compared to £786 in 2022, and is still rising for the current year. Our groups, again, need to be reminded that it is available.

Our web site continues to make prospective hirers aware of what the Community Centre has to offer. The pricing of rooms has been made simpler – reducing the 144 visible options down to about 24 without removing any accessibility. Also the number of people that can comfortably fit into each room is now included in the room size detail.

Hopefully in the future, there’ll be a page or two that Membership and Associated Groups, if they wish, can make use of to promote themselves – as they can the Community Centre’s noticeboards.

We are thinking about changing our website host due to the cost but currently the switch is made complicated by them also hosting our e-mail account.

We, as stated earlier, have been fortunate enough to have prepared for the increase in utility prices. All attempts are being made to mitigate any future price rises. We are still monitoring usage regularly and looking to minimise waste. So don’t be surprised when we turn the lights off as we leave.

The basic maintenance on the Community Centre buildings continues at a significantly low level and most of our costs have been incurred through the Associations’ legal requirement to ensure that the emergency systems and services such as the fire and burglar systems are regularly tested and maintained. This also applies to portable appliances and the lift though those are more visible and less forgettable on a day to day basis.

This “low level” can not last forever as the original part of the building is over 50 years old and the new Community Centre was opened 21 years ago. We can therefore expect significant increases in our

maintenance costs in the next few years. We will be asking for a continuation to the “temporary” planning permission for the old building

One of the greater challenges we have is the lack of volunteers. In line with so many other charities this is a problem we all have to deal with. We need volunteers to cover mostly the office and the kitchen. It does not suit everybody, but we are happy to accommodate anybody who would like to join us. If a volunteer would like to join us, but does not like being alone, come as a pair, or bring something with you to do while you are here. Let us know what your strengths are so that can offer something suitable.

It has always been the hope of the Executive Committee, since we had the Community Centre rebuilt, that, in spite of not being able to maximise our revenues through the provision of a new all-purpose hall to replace the old one, we would be in a position to move into a surplus financial state year on year. The last few years have not made that hope an easy one to keep but despite this we continue to believe in the future and hope to move forward, maybe with new sustainable ideas, but still continuing to meet the needs of the community.

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

Chairman

## **HYTHE AND DIBDEN COMMUNITY ASSOCIATION**

### **Income and expenditure account** **for the year ended 31 December 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	35537	38629
 <b>Expenditure</b>		
Wages, salaries and other staff costs	25310	23266
Travelling expenses	0	0
Rent, rates, power and insurance costs	11689	11446
Maintenance and renewals of property and equipment	4103	11783
Telephone, stationery and other office costs	2470	2215
Bank, credit card and other finance charges	142	154
Accountancy, legal and other professional fees		
Depreciation and loss/(profit) on asset disposal	0	0
Other expenses	0	0
	<hr/> 43714	<hr/> 48864
 <b>Expenditure excess</b>	<hr/> -8177	<hr/> -10235

## **HYTHE AND DIBDEN COMMUNITY ASSOCIATION**

### **Balance Sheet at 31st December 2023**

	<b>Notes</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
<b>Fixed assets</b>			
Buildings and equipment	<b>1</b>	15,356	15,356
<b>Current assets</b>			
Debtors		3599	5,846
Bank balance - HSBC		15,365	21164
Till Floats		100	100
Petty Cash		82	127
		<u>19,147</u>	<u>27,237</u>
<b>Current liabilities</b>			
Creditors		<u>772</u>	<u>685</u>
<b>Net current assets</b>		18,374	26,552
<b>Net assets</b>		<u>33,730</u>	<u>41,908</u>
<b>General Fund</b>			
Balance at start of period		41,907	52,142
Excess of Expenditure over Income/(Income over Expenditure)		-8,177	-10,235
		<u>33,730</u>	<u>41,907</u>
Diff	1		

The accounts were approved by the Trustees of the Hythe and Dibden Community Association on:

Date:

Chairman

# **HYTHE AND DIBDEN COMMUNITY ASSOCIATION**

## **Notes to the Accounts**

**for the year ended 31 December 2023**

### **1 Income and Expenditure Account**

	<b>2023</b>		<b>2022</b>
	<b>£</b>		<b>£</b>
<b>Income</b>			
Rents receivable	33361		33200
Membership	626		700
Books	135		90
Donation	351		6
NFDC Grant			4000
Sundries			
	<u>34474</u>		<u>37996</u>
Kitchen:	1227		786
Less: Expenditure	<u>-164</u>		<u>-152</u>
	1063		634
	<u>35537</u>		<u>38629</u>
<b>Expenditure</b>			
<b>Wages,salaries and other staff costs</b>			
Wages Office manager	9389		8640
Cleaners	15896		14590
Wardens fees	24		36
	<u>25310</u>		<u>23266</u>
<b>Travel and Subsistence</b>			
Travel and subsistence	0		0
<b>Rent, water, power and insurance costs</b>			
Ground rents	2220		2220
Water and sewerage	442		687
Electricity	3346		4390
Gas	1433		393
Insurance	4090		3596
TV Licence	159		159
	<u>11689</u>		<u>11446</u>
<b>Maintenance and renewals of property and equipment</b>			
Building maintenance & safety	3878		11766
Less: charges for PAT testing	-1		-9
Refund 2022	-17	3860	11757
Kitchen equipment		0	0
Cleaning materials	270		160
Less; charged to J&J	-26		-133
	243		26
Garden maintenance	0		0
	<u>4103</u>		<u>11783</u>
<b>Telephone, stationery and other office costs</b>			
Telephone:	1735		1472
Less: income			0
	1735		1472
Internet	43		86
Office consumables	72		62
Copier costs	684		678
Less: income	-65		-84
	619		594
	<u>2470</u>		<u>2215</u>



<b>Advertising</b>		
Advertising	<u>0</u>	<u>0</u>
<b>Bank, credit card and other finance charges</b>	142	154
<b>Accountancy, legal and other professional fees</b>		
Accountants fees		
<b>Depreciation and loss/(profit) on asset disposals</b>		
Depreciation	<u>0</u>	<u>0</u>
	0	
<b>Other expenses</b>		
Social and Christmas decorations		0
Sundry expenses		0
	<u>0</u>	<u>0</u>

## **HYTHE AND DIBDEN COMMUNITY ASSOCIATION**

### **Notes to the Accounts**

**for the year ended 31 December 2023**

#### **1 Buildings and office equipment**

	<b>New building</b>	<b>Building &amp; office equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 January 2023	533279	33440	566,719
Less: Grant	-517923		-517,923
Additions			0
Disposals	-	-	-
At 31 December 2023	<u>15356</u>	<u>33440</u>	<u>48796</u>
<b>Depreciation</b>			
At 1 January 2023	-	33440	33,440
Charge for Year	-	-	0
On disposals	-	-	-
At 31 December 2023	<u>-</u>	<u>33440</u>	<u>33440</u>
<b>Net book value</b>			
At 31 December 2023	<u>15356</u>	<u>0</u>	<u>15356</u>
At 31 December 2022	<u>15356</u>	<u>0</u>	<u>15356</u>

# 1 Income and Expenditure Account

	2019 £	2018 £
<b>Income</b>		
Rents receivable	31736	31799
Membership	1124	1208
Books		173
Donation 2		8185
Sundries	363	
	<u>33223</u>	<u>41365</u>
Kitchen:	4170	4103
Less: Expenditure	<u>-1127</u>	<u>-817</u>
	3044	3286
Interest receivable		
	<u>36267</u>	<u>44651</u>
<b>Expenditure</b>		
<b>Wages, salaries and other staff costs</b>		
Wages Office manager	7210	7534
Less: charge to minibuses		<u>-195</u>
	7210	7339
Cleaners	12659	12086
Wardens fees	24	48
	<u>19893</u>	<u>19473</u>
<b>Travel and Subsistence</b>		
Travel and subsistence		21
<b>Rent, water, power and insurance costs</b>		
Ground rents	2220	2220
Water and sewerage	900	781
Electricity	3498	2931
Gas	2303	1983
Insurance	2953	2756
TV Licence	151	147
	<u>12025</u>	<u>10818</u>
<b>Maintenance and renewals of property and equipment</b>		
Building maintenance & safety	1362	5362
Less: charges for PAT testing/ins claim		<u>-739</u>
	1362	4623
Kitchen equipment	0	0
Cleaning materials	338	489
Less; charged to J&J		<u>-112</u>
	338	377
Garden maintenance	0	0
	1700	5000
<b>Telephone, stationery and other office costs</b>		
Telephone:	1409	1825
Less: income		<u>-1</u>
	1409	1824
Internet	86	86
Office consumables	366	164
Less: charged to minibuses		<u>-8</u>
	366	156
Copier costs	1278	2417
Less: income	<u>-509</u>	<u>-623</u>
	770	1794
	<u>2631</u>	<u>3860</u>

<b>Advertising</b>		
Advertising	<u>                    </u>	<u>                    0</u>
<b>Accountancy, legal and other professional fees</b>		
Accountants fees	<u>                    </u>	<u>                    300</u>
<b>Depreciation and loss/(profit) on asset disposals</b>		
Depreciation	<u>                    0</u>	<u>                  1179</u>
<b>Other expenses</b>		
Social and Christmas decorations	65	46
Planning fees		
Sundry expenses	<u>          696</u>	<u>                    </u>
	<u>          760</u>	<u>                  46</u>

# HYTHE AND DIBDEN COMMUNITY ASSOCIATION

## Notes to the Accounts

for the year ended 31 December 2023

			2023	2022	2024			
1 Income and Expenditure Account						Cr/Dr	Total	
<b>Income</b>								
Rents receivable			11098.49	###	2881.65		33361.45	
			24929.11	-19.40				
Membership			594.00				626.00	
			32.00					
Books			134.70				134.70	
Donation			101.37				351.37	
			250.00					
J&J clg			91.20	-64.80			26.40	
copier			80.20	-24.40			64.90	
			9.10					
PAT test			10.00	-9.00			1.00	
Maint			16.98				16.98	?
Water					347.46		347.46	
Kitchen:			1227.00				1227.00	
			38574.15	###	3229.11		36157.26	36157.26
Receipts daybook	13252.74							
Receipts credit trfs	25321.41							
	38574.15							
<b>Expenditure</b>								
<b>Wages, salaries and other staff costs</b>								
Wages Office manager			9389.25				9389.25	
Cleaners			15896.40				15896.40	
Wardens fees			36.00	-36.00	24.00		24.00	
<b>Travel and Subsistence</b>								
Travel and subsistence			0.00				0.00	
<b>Rent, water, power and insurance costs</b>								
Ground rents			2220.00				2220.00	
Water and sewerage			789.22				789.22	
Electricity			3376.97	-173.43	142.69		3346.23	
Gas			1387.24	-159.39	204.66		1432.51	
Insurance			4089.96				4089.96	
TV Licence			159.00				159.00	12036.92
<b>Maintenance and renewals of property and equipment</b>								
Building maintenance & safety			3836.53				3877.96	
			41.43					
Less: charges for PAT testing								
Kitchen consumables			163.62				163.62	
Cleaning materials			121.61				269.61	
			148.00					
Garden maintenance								
<b>Telephone, stationery and other office costs</b>								
Telephone:			1651.47	-123.11	206.88		1735.24	
Internet			43.17				43.17	
Office consumables			59.10				72.09	
			12.99					
Copier costs			684.13				684.13	
<b>Advertising</b>								
Advertising								
<b>Accountancy, legal and other professional fees</b>								
Accountants fees							0.00	
Bank charges			140.97	-21.57	22.98		142.38	
<b>Depreciation and loss/(profit) on asset disposals</b>								
Depreciation			0.00				0.00	
<b>Other expenses</b>								
Social and Christmas decorations							0.00	
Planning fees							0.00	
Sundry expenses							0.00	
			44247.06	-513.50	601.21		44334.77	44334.77

Purchases chq/DD 43801.85 -8177.51  
Purchases petty cash 445.21

Total 44247.06

0.00

# HYTHE AND DIBDEN COMMUNITY ASSOCIATION

## Notes to the Accounts

for the year ended 31 December 2019

	2018	2019		
<b>1 Income and Expenditure Account</b>			<b>Total</b>	
<b>Income</b>				
Rents receivable		17911.89	31499.34	
		13575.45		
		12.00		
Membership		1124.00	1124.00	
Books		201.20	201.20	
Donation			0.00	
J&J clg		115.30	115.30	
copier		508.58	615.18	
		106.60		
phone				
Kitchen:		4170.73	4170.73	
		37725.75	0.00	37725.75
<b>Expenditure</b>				
<b>Wages,salaries and other staff costs</b>				
Wages Office manager		7842.21	7842.21	
Less: charge to minibuses				
Cleaners		12659.40	12659.40	
Wardens fees		24.00	24.00	
<b>Travel and Subsistence</b>				
Travel and subsistence		41.6	41.60	
<b>Rent, water, power and insurance costs</b>				
Ground rents		2220.00	2220.00	
Water and sewerage		899.92	899.92	
Electricity		3498.07	3498.07	
Gas		2303.32	2303.32	
Insurance		2952.98	2952.98	
TV Licence		150.50	150.50	
<b>Maintenance and renewals of property and equipment</b>				
Building maintenance & safety		1859.27	1866.85	
		7.58		
Less: charges for PAT testing		10.8	10.80	
Less; ins claim				
Kitchen consumables		719.15	1126.62	
		407.47		
Cleaning materials		409.11	414.41	
		5.30		
Garden maintenance				
<b>Telephone, stationery and other office costs</b>				
Telephone:		1409.04	1409.04	
Internet		86.34	86.34	
Office consumables		158.41	338.41	
		180.00		
Less: charge to minibuses			0.00	
Copier costs		1636.07	1636.07	
<b>Advertising</b>				
Advertising				
<b>Accountancy, legal and other professional fees</b>				
Accountants fees		300.00	300.00	
<b>Depreciation and loss/(profit) on asset disposals</b>				
Depreciation		132.76	132.76	
<b>Other expenses</b>				
Social and Christmas decorations		64.85	64.85	
Planning fees		254.00	254.00	
Sundry expenses			0.00	
minibuses				
		40232.15	0.00	40232.15 40232.15

**HYTHE AND DIBDEN COMMUNITY ASSOCIATION**

**ACCOUNTS**

**31 December 2023**