



THE STACEY COMMUNITY ASSOCIATION

ANNUAL GENERAL MEETING 2024 REPORT

The Stacey Community Centre
Walsall Road
Copnor
Portsmouth
Hampshire
PO3 6DN

PHONE:
023 92617890

WEBSITE:
www.thestaceycentre.com

EMAIL:
thestaceycentre@gmail.com

Registered Charity No: 278364

welcoming our community in all that we do

THE STACEY COMMUNITY ASSOCIATION

ANNUAL GENERAL REPORT

Charity:	The Stacey Community Association
For the management of:	The Stacey Community Centre
Registered Charity No:	278364
Address:	The Stacey Community Centre Walsall Road Copnor Portsmouth Hampshire PO3 6DN
Telephone:	023 9261 7890
Email:	thestaceycentre@gmail.com
Website:	www.thestaceycentre.com
Trustees:	Teresa Newton (Chair) Lynn Collins Richard Flanders * Steph Fiford Thomas Fox Lynne Stagg * Cllr Darren Sanders <i>*resigned 18.12.24</i>
Banking:	NatWest A/C: The Stacey Community Association A/C No: 97308455 Sort Code: 56-00-64
Independent Examiner:	Andra Bacanu
Staff:	Lynda Bowley (Centre Manager and Pre-School Co-ordinator) Phoebe Bowley (Cleaner) Reuben Key (Bank Events Caretaker) Vicky Collins (Stacey Pre-School Manager & Safeguarding Lead) Hayley Collins (Stacey Pre-School Deputy & SENCo) Natasha Jeram (Pre-School Practitioner) Justyna Lewandowski (Forest School & Pre-School Practitioner) Holly Millar (Bank Pre-School Practitioner)



Natalie Pinnock (Pre-School Practitioner)
Georgine Rust (Admin/Accounts)

Governing Document:

The Charity is governed by its constitution registered with The Charity Commission.

Tel: 0300 066 9197

<https://www.gov.uk/government/organisations/charity-commission#org-contacts>



Risk Management:

Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees therefore have in place appropriate policies and procedures for the effective operation of the Association

“Identifying and managing the possible and probable risks that a charity may face over its working life is a key part of effective governance for charities of all sizes and complexity.”

By managing risk effectively, trustees can help ensure that:

- *significant risks are known and monitored, enabling trustees to make informed decisions and take timely action*
- *the charity makes the most of opportunities and develops them with the confidence that any risks will be managed*
- *forward and strategic planning are improved*
- *the charity’s aims are achieved more successfully*
- *Reporting in its trustees’ annual report on the steps a charity has taken to manage risk helps to demonstrate the charity’s accountability to its stakeholders including beneficiaries, donors, funders, employees and the general public.”*

Charities and Risk Management (CC26)
Charity Commission website



Structure & Management:

The building and grounds are the property of Portsmouth City Council who lease the premises in its entirety, inclusive of the adjacent gardens, ball court, grounds and car park to The Stacey Community Association, an independent volunteer management committee comprised of Trustees, to manage and operate the premises as a community centre for the local benefit.

Trustees currently number 6 in total, inclusive of 1 in number Portsmouth City Councillors, with nominations and voting for these roles, including Trustees with special responsibilities i.e. Chair, Treasurer, etc being held during the Annual General Meeting.

The Association holds six committee meetings per year and holds an Annual General Meeting generally in December.

A Service Level Agreement exists between Portsmouth City Council and the Association which identifies the terms and apportioned responsibilities of repair and maintenance to the premises and grounds.

The Association is responsible for all aspects of the running of the community centre including, but not limited to:

- Providing venue rooms and spaces available for hire to all individuals and groups
- Management of the Ofsted registered Pre-School (established by SCA in April 2022)
- Hosting activities or social events that attract community interest
- Providing opportunities for voluntary work
- Ensuring the community centre is run to all current legislation and that all decisions are made in the best interests of the charity.

The Association employs the following employees and is responsible for paying their salaries and their contracts of employment, etc. Salary/PAYE is outsourced to a local accounts company (Neon Numbers Ltd).

Employees include the following part-time staff

- Centre Manager
- Admin/Accounts Clerk
- 1 x cleaner
- 1 x bank events caretaker
- 6 x Pre-School Staff

Additionally, a small team of reliable volunteers assist in day to day maintenance tasks, gardening and in hosting regular Stacey Centre Community and fund raising events throughout the year.

The office is staffed as follows:

Monday - Thursday: 8.00am – 2.00pm

Evenings & weekends: by appointment

The Stacey Pre-School

Ofsted Registration: 2673867

The Stacey Pre-School operates from the premises during term time only and is open for 38 weeks of the year in line with PCC EY funding term weeks. Morning, Lunch, Afternoon and Full Day sessions are available with sessions available Monday to Friday. The Pre-School is open from 9am until 4pm and accepts all government funded childcare and fee paying children.



Our Mission:

Our mission is to promote, enable and facilitate inclusive activities, which embrace and address the education, training, employment, welfare, health, social, cultural and recreational needs of the local community.

Our Aims:

- Keep the building available, accessible and safe for the use of local people and others.
- Enable a range of social, welfare, educational, training, development and health activities to take place at the Centre which responds to the needs of local people.
- Provide access to advice and information for all sections of the community.
- Provide good quality services to users.
- Consult with the local community so that we keep up to date with local issues and where possible, advocate and support the local community.
- Be financially sustainable.

Our Values:

- Excellence: SCA aims to provide 'excellent' services for the local community. We strive to achieve and maintain this level of quality in all of our work.
- Accountability: SCA is managed and run by local people and we are accountable and responsive to them at all times.
- Equality: SCA is committed to eliminating discrimination in the local community and works to provide space and support to activities which contribute to this.
- Financial Sustainability: SCA believes that stability of finance and excellence in management, are essential for the ongoing sustainability of the Centre.
- Mutual Respect: SCA will treat everyone involved and connected with the Centre with the respect they deserve.
- Dynamism: SCA will work with energy and dynamism and develop the Centre to represent and engage with the people of Portsmouth's community



Chair's Report:

We are fortunate that the Charity remains financial stable.

Our Achievements and Success in 2024

Our achievements and successes this year include:

- Re-decoration of all four hire rooms, the foyer and the WC.
- Our free of charge community social events this year included: Easter Egg Hunt & Craft Event and Halloween Trick or Treat event in the 'graveyard' both of which were extremely well supported by the community once again.
- Attracting 4 x new regular hire groups
- Purchase of new bouncy castle inflatable, in a generic theme in bright primary colours which has been very popular with hirers.
- Purchase of new *Dorguard* wedges to enable hirers to prop doors open without compromising safety in the event of an emergency.
- The Stacey Pre-School cohort numbers continuing to increase so that the Pre-School children on role for Spring 2024 numbers 42 with a waiting list for Spring and Summer Terms 2025
- Development of the Forest School area to include
 - Replacement of fencing to the ballcourt side
 - Replacement low level fencing to protect new saplings,
 - Installation of a large wooden pergola to the campfire circle to enable outdoor learning in all weathers
 - Purchase of a sensory cabin specifically to benefit pre-school children with SEND or sensory challenges so that they can fully engage in outdoor learning as well as providing a quiet space away from the main setting environment.
- Pre-School SENCo completing EY SENCo training
- Ofsted Inspection of The Stacey Pre-School: This resulted in a 'Good' rating with high praise from the inspector.

Considerations for 2025

- Trustees holding 'championing' roles in various areas e.g. Community Involvement, Pre-School, HR, Maintenance & Repairs, Gardening, IT, etc.
- The Lounge. At a recent committee meeting, the majority of trustees voted that the Lounge should be adapted as a pack away baby room for under 2's with the aim of opening in September 2025 to coincide with working families of children from age 9 months being entitled to 30 hours government funded childcare. Planning by Centre Manager & Pre-School Manager in terms of viability to be presented to the Trustee Committee in Spring 2025.
- The Stacey Pre-School Fees:
From April 2024 self funding fees were raised to £6.00 per hour, with this fee to be reviewed in the New Year. Government funded childcare increased from April 2024 to £8.49 for children under 3 years of age and to £5.50 for children from 3 years of age, the government funded rates for 2025 are yet to be confirmed at the time of writing. The introduction of the Government's extended funding for working families for 15 hours per week for 2 year olds inevitably heralded an increase in the number of hours required by Pre-school families, with the knock on effect of needing to employ a further member of Pre-School staff which was

filled by our long term bank employee Natasha Jeram. From September 2025 all working families will be eligible for 30 hours government funded childcare.

- Upper Hall Studio Flooring: The floor covering is cracked and potentially hazardous in some areas. Although the Association has the funds to replace the top lino, the cracks underneath the floor covering are more significant in that they represent a failing of the underlying screed which falls within the remit of PCC to repair/rectify. This remains on the agenda for next year's committee to resolve, currently being managed by Cllr. Sanders.
- Main Hall Flooring: Similarly the main hall floor covering now has two or three abrasions resulting in cracks to the sub floor. Remediation works to both upper hall and main hall flooring should be a priority for 2025.
- Friday Club: with Reuben Key, a key member of the Friday Club volunteer team being responsible for manning the sound desk and managing musical entertainment e.g. playlist, karaoke, disco, bingo etc. scheduled to move to University before September 2025, trustees will need to discuss the long term future of Friday Club.
- Washing Machine: All Centre & Pre-school washing is still carried out by volunteer. Centre Manager to advise committee as to potential location (possibly back kitchen) and purchase and installation costs.
- CCC Compound area: Community Cycle Centre are finding it increasingly challenging to operate as the ground surface is in a very poor condition and floods regularly. At CCC's request, trustees have already made initial enquiries to establish responsibility for repairs and the installation of a soak away and it is hoped this can be resolved in 2025.
- Trustees & Volunteers: Arguably the Association is only as strong as its Trustees and Volunteers. Recruiting Trustees, who are able and willing to contribute to the decision making of the Stacey Centre and the Stacey Pre-School, to make decisions that are in the best interests of the charity and its aims and to be available to support the staff employed by the Association remains a challenge. The addition of 2 x Pre-School parents and this year with 2 x long term volunteers (Andra Bacanu and Scott Key) volunteering as trustees is very welcome.
- Staffing Grant: The PCC Staffing Grant is still in the sum of £2,500 per year having first been awarded several years ago: with increased inflation over the years, this sum, although welcome, has remained fixed.

Final Thanks from the Chair

I would like to thank the following people, without whom our charity would not be able to provide the excellent service that we do. Specifically, these are:

- Our regular Friday Club volunteers: Andra Bacanu, Lynda Bowley, Scott Key and Reuben Key.
- Our Wednesday morning Stacey Gardening volunteering team, without whom our orchard and grounds would not be as well maintained and cared for: Richard Allison, Eric Carter, Wesley Eaton, Susanna Fulston, Ryan Hunter, Harchand Brar, Gabriel Orihuela and John Ashlin.
- Our long-time volunteer, Andra Bacanu, for agreeing to act as Independent Examiner of the Accounts for the financial year ending March 2024.
- Our Stacey Pre-School staff for all of their work and planning as they collectively continue to deliver an excellent blended Early Years educational setting that has become a very successful local pre-school greatly benefitting our local community.

Tilly



Centre Manager's Report:

It has been another full year at the Centre and at The Pre-School.

I would like to thank all of our amazing volunteers for their continued support over the last year, and those Trustees who have been supportive of me in my role as Manager this year, with a very sincere thank you to Tom Fox who, in addition to supporting the gardening volunteers every Wednesday single handedly makes a point of calling in to the Centre every Tuesday to carry out minor repairs and maintenance to the building and to Pre-school resources; including anything from re-filling beanbags for Pre-School, to re-stringing the goal in the skittle alley, to retro fitting *Dorguard* automatic door wedges to several doors. His generous help and support has been very much appreciated by both myself and Vicky Collins.

Groups & Hires

We wished good luck to some long term hirers this year including: Winners Church International Portsmouth, who finally moved to their permanent location at Copnor Methodist Church in October 2024, to Moneyfields Boxing who also moved to their permanent location in April 2024 and to Victory Dog Training in September 2024 who left to run classes from an outside venue.

We have however been very lucky to attract new regular weekly hirers following available hire space opening up, including

- Restoration House Portsmouth,
- Ziran Martial Arts,
- Nick Brace Karate,
- Vivid Housing
- Christ Central Church

In terms of our regular hire groups and community events, I can confirm the following:

Community Social Events & Fund Raising 2024:

Our Easter Egg hunt and craft morning was a hectic success, and our *Halloween Trick or Treat* event in its fourth year, was the busiest ever with approximately 300 children and their families attending, both events being run with generous support from our staff, volunteers and trustees including Tilly Newton, Darren Sanders, Tom Fox, Vicky Collins, Andra Bacanu, Robin Richards, Reuben Key, Phoebe Bowley and Hayden Perry.

In collaboration with The Stacey Pre-School we hosted further fund-raising for the following charities:

- Macmillan Coffee Morning
- Save The Children
- Children in Need

It would be good for trustees to collaborate on additional ways in which we can support the community and potentially offer free community events, however, I acknowledge that this is hindered by a lack of reliable volunteering and trustee support to plan and host these type of events.

Friday Club

The Centre's self-hosted social club for adults with learning difficulties and additional needs has seen a drop in numbers due to other social clubs/activities on Friday evenings that cater exclusively to this

demographic. Whilst not providing a significant source of revenue, this is outweighed by being able to provide a safe and secure social club for our members.

I remain extremely grateful to our regular Friday Club volunteers, without whom this valuable club would be unable to run. Moving forward into 2025, the drop in numbers and the consideration that there are only 4 x regular volunteers, myself included, who can be reliably available 5pm-9pm to set up, run and clean up after Friday Club means that this social club will now be held on the 1st Friday of each month.

A very special mention is due to Reuben Key, without whom Friday Club would be unable to run in its current format.

The Community Gardeners

The Community Gardeners have seen several new members joining over the last 12 months, although we are actively seeking additional volunteers to join this friendly group as attendance for new members can be sporadic.

The volunteering team have been busy maintaining the Orchard, as well as weeding to the car park and perimeter, maintaining the sensory garden area and also in helping to manage a small allotment for the Pre-School children to enjoy.

The team is managed solely by Tom Fox who identifies gardening tasks that need completing, allocates these jobs and maintains a friendly team atmosphere with the volunteers, all of whom very much appreciate his time and input.

With volunteering numbers growing, to ensure that Tom Fox is not overwhelmed in terms of regular weekly commitment it would be beneficial for him and the gardening volunteers if he could rely on regular support from one or more Trustees, particularly those with gardening ability/knowledge, who can help him identify and allocate tasks and also take time to interact with the volunteering team, all of whom greatly appreciate the social aspect of the gardening club: this would be an excellent opportunity for valuable trustee engagement with some of our service users, which is an aspect of the Community Centre that is currently lacking.

Community Cycle Centre

The Community Cycle Centre have two large containers and a small office at the rear of the Stacey Centre. They meet every Saturday 10am – 2pm. The project takes in donations of old unwanted, unloved bikes and restores them back to health. These are given, in return for a small donation to cover costs to members of the public. They also repair bikes and carry out free safety checks to anyone who needs it. The organisation is run and managed by volunteers and is supported by donations.

They provide an outstanding community service, as they also make donations to deserving individuals. The compound area that they use on Saturdays is in a very poor condition and they have expressed their request for SCA's support for improvements to be made which is currently being addressed by trustees.

Kinetic Dance Academy

Kinetic Dance Academy hold various classes at the Stacey Centre for all ages from 2 years up to 18 years of age.

Restoration House Portsmouth

A small religious worship group who hire the Lounge every Sunday from 3pm-6pm

Enable Ability:

The Specialist Playscheme operates throughout school holidays from The Stacey Centre to support families from the local and wider community from postcodes PO1 to PO6 to access an inclusive specialist playscheme for children who have been diagnosed with severe physical disabilities, severe learning difficulties or complex autism. The service addresses the needs of children who require a 1:1 supervision ratio or higher and which cannot be accommodated on other playschemes.

The service operates throughout 9 weeks of the school holidays and has exclusive use of the centre and grounds (excluding the dedicated Forest School) from 8am until 4pm.

Yoga with Jo

Jo Florio teaches yoga and meditation on a Friday morning in our upper hall, everyone is welcome at the class and it is suitable for all abilities.

National Childbirth Trust:

NCT hold regular childbirth courses throughout the year and have already booked several hires for 2025.

Vivid Housing

Regularly hire the Lounge to host their residents' meetings.

Christ Central Church

Having recently relocated from Shore Avenue, Christ Central Church will be holding their regular Sunday morning services from The Stacey Centre from January 2025.

The Stacey Pre-School:

The success of the Stacey Pre-School continues with our staff now welcoming over 40 families each week which is ably managed by Vicky Collins who continues to monitor quality in teaching and planning a rich and rewarding curriculum of activities. Our Ofsted inspection earned a well deserved "Good" rating with high praise for individual staff notably for Vicky, Hayley and Justyna.

Vicky is currently half way through training as a Forest School accredited Level 3 Leader. Natasha Jeram has also expressed interest in Level 2 Forest School Practitioner training, which will be a welcome addition to the staff training profile especially as Hayley Collins, Deputy & SENCo, completed her specialised EY SENCo course in May 2024. It cannot be stressed enough that undertaking additional training on top of a demanding full time role in the setting as well as managing their own domestic and personal timetables has been no easy feat and they are both to be congratulated.

Justyna Lewandoski, our Forest School Leader, has recently finalised submission for the Pre-School to be recognised as a Forest School Association accredited EY setting. We await confirmation in Spring 2025.

Whilst the Pre-School has surpassed both mine and Tilly's original vision for the Association to manage their own EY setting at The Stacey Community Centre back in the Summer of 2021, by benefitting local families with much needed EY education and childcare, we have both been gratified to note that this has also enabled the Centre to remain financially sustainable long term and to no longer be reliant on revenue derived purely from hires which can notoriously be fluctuant and therefore unreliable.

I look forward to 2025.

Lynda Bowley

Centre Manager

The Stacey Community Centre 08.12.24



Treasurer's Report:

For comparison, the Financial End of Year Accounts for year ending March 2024 compared to previous years are as follows:

	y/e 2024	y/e 2023	y/e 2022	y/e 2021	y/e 2020	y/e 2019	y/e 2018
Income	205,236	143,510	53,660				
Grants	2,500	15,578	39,911				
Turnover Total:	207,736	159,088	93,571	60,580	59,120	58,923	56,996
Less Expenditure	167,785	120,652	66,006	41,113	53,118	56,812	55,544
Less Depreciation	9,154	7,945	6,228				
Surplus	30,797	30,491	21,337	19,467	6,002	2,111	1,452

Reserves Policy:

On behalf of the Association I can confirm that it has retained approximately 3 months expenses (£40,000) to a separate reserves bank account.

Lynda Bowley

Acting Treasurer

The Stacey Community Association

08.12.24



Financial Report:

- Copy of Profit & Loss Accounts y/e March 2023
- Copy of Balance Sheet y/e March 2023
- Copy of Independent Examiner's Report

The Stacey Community Association Responsibilities of the Trustees

The Charity's Trustees are responsible for the preparation of the accounts. The charity is entitled to exemption from Audit under section 145 of the Charities Act 2011, however an independent examiners report is required.

The Trustees acknowledge their responsibilities for

- a) Ensuring that the charity keeps proper accounting records in accordance with Section 130 of the Act.*
- b) Preparing financial statements that give a true and fair view of the financial health of the charity at the end of the financial year and of it's income and expenditure for the year.*

The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) *Accounting and Reporting by Charities* issued in March 2005 and present their report with the financial statements of the charity for the year ended 31 March 2024.

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
THE STACEY COMMUNITY ASSOCIATION

I report on the accounts of the above charity for the year ending 31st March 2024, which are set out on the following pages.

Respective responsibilities of trustee and examiner:

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply.

It is my responsibility to state, in the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether, particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as 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 view by the accounts.

Independent Examiners 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 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Signed: *A. Bacanu*

Andra Bacanu (12.12.24)

The Stacey Community Association -

PROFIT & LOSS

The Stacey Community Association - Profit & Loss: Accounting Year 2023/24

	Debit	Credit
Turnover		208,987.00
Hire Revenue		56,779.00
Group Hire		48,292.00
Private Function Hire		8,487.00
Friday Club (Fund Raising)		3,419.00
Stacey Pre-School Fees		146,161.00
Local Authority Fees		130,290.00
Non LA fees		15,871.00
Grants		2,500.00
Local Authority (PCC) Staffing Grant		2,500.00
add Other Income		128.00
Interest Received		128.00
less Cost of Sales	143,993.00	
Pre-School [Snacks] - Cost of Sales	3,800.00	
Cost of Sales: Friday Club & Lunch Club	1,238.00	
Cost of Sales: Pre-School Resources	8,366.00	
Staff Salary	120,939.00	
Staff Pension	3,542.00	

Staff Uniform	615.00	
DBS Check	375.00	
Staff Training	1,026.00	
PAYE/NI Expense	4,092.00	
Gross Profit		64,994.00
less Administration Expenses	25,029.00	
Gas & Electric	9,168.00	
Water	1,416.00	
Waste Removal	1,420.00	
Cleaning & Janitorial Supplies	2,236.00	
Building Repairs & Maintenance	3,324.00	
Rates	294.00	
PPL/PPR Music Licence	1,288.00	
Office Costs	110.00	
Internet & Telephone	2,696.00	
Mobile Phone	18.00	
Stationery	59.00	
Sundries snacks	281.00	
Accountancy Fees	378.00	
Consultancy Fees	540.00	
Subscriptions	417.00	
Bank/Finance Charges	229.00	
Insurance	1,155.00	
less Tax-Disallowable Admin Expenses	14.00	
Charitable Donations	14.00	

less Depreciation	9,154.00	
Depreciation Charge	9,154.00	
Operating Profit		30,797.00

The Stacey Community Association -

BALANCE SHEET

The Stacey Community Association –
As at 31 March 2024

Capital Assets	
Computer Equipment Brought Forward	1,261
Fixtures and Fittings Brought Forward	20,910
Other Capital Asset Brought Forward	3,790
Stacey Preschool - start up Brought Forward	9,884
Fixtures and Fittings Purchase	648
Other Capital Asset Purchase	10,644
	-
Computer Equipment Depreciation Brought Forward	985
	-
Fixtures and Fittings Depreciation Brought Forward	9,566
	-
Other Capital Asset Depreciation Brought Forward	1,162
	-
Stacey Preschool - start up Depreciation Brought Forward	4,278
	-
Computer Equipment Depreciation In Year	193
	-
Fixtures and Fittings Depreciation In Year	4,334
	-
Other Capital Asset Depreciation	2,420
	-
Stacey Preschool - start up Depreciation In Year	2,207
	-
Net Book Value	21,991
Current Assets	
	98,614
Trade Debtors	19,948
Bank Account: Stacey Community Association Business Account	68,649
Bank Account: STACEY COMMUNIT CL	9,677
Bank Account: Petty Cash Tin 23/24	339
less Current Liabilities	-

Net Current Assets	98,614
--------------------	--------

Total Assets	120,605
--------------	---------

Owner's Equity	
----------------	--

Retained Profit	120,605
-----------------	---------

Total Owner's Equity	120,605
----------------------	---------