



# Trustees' Annual Report for the period

| From | Period start date |       |      | To | Period end date |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
|      | 01                | April | 2021 |    | 31              | March | 2022 |

## Section A Reference and administration details

Charity name

Podsmead Community Association

Other names charity is known by

Registered charity number (if any)

279130

Charity's principal address

62 Milton Avenue

Podsmead

Gloucester

Postcode

GL2 5AS

### 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  | Jessica Dyer  | Chair           | Whole Year                        |   |
| 2  | Nicky Young   | Secretary       | Whole Year                        |   |
| 3  | Marcus Ridler | Treasurer       | Whole Year                        |   |
| 4  | Penny Ridler  | Trustee         | Whole Year                        |   |
| 5  | Paul Young    | Trustee         | Whole Year                        |   |
| 6  | Vivien Lane   | Trustee         | Whole Year                        |   |
| 7  |               |                 |                                   |   |
| 8  |               |                 |                                   |   |
| 9  |               |                 |                                   |   |
| 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)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|   |  |
|---|--|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                             |
| How the charity is constituted<br>(eg. trust, association, company) | Association                              |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Elected by members by AGM held annually. |

### 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.

|  |
|--|
|  |
|--|

## Section C Objectives and activities

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

To promote the benefit of the inhabitants of the lower output area of Podsmead without distinction of sex, political, religious, or other opinion by associating local authorities, voluntary organisations and local inhabitants in a common effort to provide facilities for social welfare, education, recreation and leisure, with the object of improving conditions for those 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)**

Through the provision or access to Youth Activities, Social Activities, Healthy Living and Wellbeing, Dance, exercise, Bingo and prevention of food poverty.

These activities benefit the community through social interaction, sharing of skills, communication and improved wellbeing across all age groups social groups, faith or personal circumstance.

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

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

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

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

Where legislation change has allowed, we have continued to provide a venue for community activities. This has included safe access to free food, opportunities to meet, talk and improve wellbeing. Covid has continued to provide challenges during the year. However, through the ongoing improvements made both logistically and through policy change we have continued to provide this resource.

Through grant applications and voluntary work we have enabled the ongoing function of the charity and its building to further sustain its longevity post pandemic.

## Section E

## Financial review

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

The trustees have reviewed the reserves of the charity and their policy is to hold enough funds to meet four months operating costs and community activities. Based on unrestricted funds as of 31.03.21 this equals £5171.33.

### Details of any funds materially in deficit

Not applicable

### 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.

## Section F

## Other optional information

In 2021/22 the Charity plans to further develop its opportunities to engage with parents and young children through the provision of a stay and play service. This will include the implementation of safeguarding policies, further insurances, play facilities and equipment as well as DBS policy and checking of volunteers.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s) *Marcus Ridler*

Full name(s) Marcus Ridler

Position (eg Secretary, Chair, etc) Treasurer

Date 29/01/23

**PODSMEAD COMMUNITY ASSOCIATION**  
**ANNUAL REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**PODSMEAD COMMUNITY ASSOCIATION**  
**ANNUAL REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**Other Information:**

**Bankers:** Barclays Bank PLC  
Bristol Road  
Gloucester

**Independent examiner:** PBT Accountancy Limited  
282 Hatherley Road  
Cheltenham  
GL51 6HR

**Solicitors:** John Robins  
Robins Blackstock and Co  
4 Beaufort Buildings  
Spa Road  
Gloucester

**For and on behalf of the General Committee and Trustees**

**Chairman:** .....

**Date:** .....



**PODSMEAD COMMUNITY ASSOCIATION**  
**ANNUAL REPORT**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

Podsmead Community Association is constituted by Deed of Trust and is a registered charity, number 279130. Its address is 62 Milton Avenue, Podsmead, Gloucester, GL1 2AS

The general committee, who were also the charity trustees for the year, consists of the honorary officers of the association, one representative appointed by each affiliated group, statutory authority and section, two representatives of the associate members and up to nine representatives of full members, or such large numbers as shall be equal to those appointed by affiliated group, statutory authority and sections.

The honorary officers and representatives of full members are elected at the Annual General Meeting and all members serve a term of one year until the next year until the next Annual General Meeting.

In addition, individuals may be co-opted onto the general committee provided their number does not exceed one quarter of those members elected and appointed to the general committee.

The objects of the association are:

- 1 To promote the benefit of the inhabitants of Bristol Road, Stroud Road and Cole Avenue (Gloucester) and the neighbourhood by associating together with local authorities, voluntary and other organisations 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 and the said inhabitants.
- 2 To establish, manage and maintain a community centre in furtherance of the above objects.



**PODSMEAD COMMUNITY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2022**

|  | Unrestricted<br>Funds | Restricted<br>Income<br>Funds | Total this year<br>2022 | Total last year<br>2021 |
|--|-----------------------|-------------------------------|-------------------------|-------------------------|
|  | £                     | £                             | £                       | £                       |
| <b><u>Incoming Resources:</u></b>              |                       |                               |                         |                         |
| Bar Rents                                      | 7,874                 |                               | 7,874                   | 6,994                   |
| Hire of hall and premises                      | 7,187                 |                               | 7,187                   | 2,815                   |
| Grants   | 9,350                 | 2,000                         | 11,350                  | 26,270                  |
| Donations                                      | 210                   |                               | 210                     | 353                     |
| Interest                                       | -                     |                               | -                       | -                       |
| Others   | 342                   |                               | 342                     | -                       |
|  | <u>24,963</u>         | <u>2,000</u>                  | <u>26,963</u>           | <u>36,432</u>           |
| <b><u>Resources Expended:</u></b>              |                       |                               |                         |                         |
| Rent and Rates                                 | -                     |                               | -                       | -                       |
| Heat and Light                                 | 7,097                 |                               | 7,097                   | 9,718                   |
| Repairs and Maintenance                        | 3,604                 |                               | 3,604                   | 4,412                   |
| Building Renovations                           | -                     |                               | -                       | -                       |
| Cleaning and Refuse                            | 1,310                 |                               | 1,310                   | 6,397                   |
| Insurance                                      | 1,743                 |                               | 1,743                   | 999                     |
| Printing, Stationary and Office                | 880                   |                               | 880                     | 36                      |
| Telephone                                      | 584                   |                               | 584                     | 886                     |
| Music and TV Licence                           | 432                   |                               | 432                     | 554                     |
| Accountancy                                    | 540                   |                               | 540                     | 540                     |
| Depreciation                                   | 1,080                 |                               | 1,080                   | 1,533                   |
| Miscellaneous Expenses                         | 3,638                 |                               | 3,638                   | 2,165                   |
|  | <u>20,908</u>         | <u>-</u>                      | <u>20,908</u>           | <u>27,240</u>           |
| <b><u>Net Incoming/(Outgoing) resource</u></b> | <u>4,055</u>          | <u>2,000</u>                  | <u>6,055</u>            | <u>9,192</u>            |
| <b>Total funds brought forward</b>             | <u>41,762</u>         |                               | <u>41,762</u>           | <u>32,468</u>           |
| <b>Total funds carried forward</b>             | <u>45,817</u>         | <u>2,000</u>                  | <u>47,817</u>           | <u>41,762</u>           |

**PODSMEAD COMMUNITY ASSOCIATION**

**BALANCE SHEET AS AT 31ST MARCH 2022**

|  | Note | 2022<br>£            | 2021<br>£            |
|--|------|----------------------|----------------------|
| <b>Fixed Assets:</b>                   |      |                      |                      |
| Tangible Assets                        | 3    | 17,957               | <u>12,566</u>        |
| <b>Current Assets:</b>                 |      |                      |                      |
| Debtors                                | 4    | -                    | -                    |
| Cash at bank and in hand               |      | <u>30,285</u>        | <u>29,948</u>        |
| <b>Creditors:</b>                      |      |                      |                      |
| Amounts falling in due within one year |      | <u>(540)</u>         | <u>(752)</u>         |
| <b>Net Current Assets</b>              |      | 29,745               | 29,196               |
| <b>Total Net assets</b>                |      | <u><u>47,702</u></u> | <u><u>41,762</u></u> |

**Funds of the charity**

|                                |                      |                      |
|--------------------------------|----------------------|----------------------|
| Unrestricted Funds             | 41,762               | 32,468               |
| Income and Expenditure Account | 6,055                | 9,186                |
| Designated Funds               | 6                    | 6                    |
| Total unrestricted funds       | <u>47,823</u>        | <u>41,660</u>        |
| Restricted Income funds        | <u>(121)</u>         | <u>102</u>           |
| <b>Total funds</b>             | <u><u>47,702</u></u> | <u><u>41,762</u></u> |

For and on behalf of the general committee and trustees

Chairman

Secretary

Date

**PODSMEAD COMMUNITY ASSOCIATION**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31ST MARCH 2022**

**1. Basis of Accounting:**

These accounts have been prepared on the basis of historic costs in accordance:

- Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005) and with
- Financial Reporting Standards for Smaller Enterprises (FRSSE)
- And with the Charities Act

**2. Accounting Policies:**

**Incoming Resources:**

These are included on the Statement of Financial Activities when the charity becomes entitled to the resources

Grants and donations are only included when the charity has unconditional entitlement to the resources

**Expenditure and Liabilities:**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources

**Assets:**

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year and cost at least £100

**3. Tangible Fixed Assets:**

|                        | Leasehold<br>building<br>improvements | Plant &<br>Equipment | Fixtures &<br>Fittings | Total  |
|------------------------|---------------------------------------|----------------------|------------------------|--------|
|                        | £                                     | £                    | £                      | £      |
| Total cost at 01.04.21 | 20,110                                | 6,520                | 6,249                  | 32,879 |
| Additions              | 6,470                                 | -                    | -                      | 6,470  |
| Balance at 31.03.22    | 26,580                                | 6,520                | 6,249                  | 39,349 |

Accumulated Depreciation  
Rate per annum

|                     | <u>5%</u> | <u>20%</u> | <u>10%</u> |        |
|---------------------|-----------|------------|------------|--------|
| Balance at 01.04.21 | 10,106    | 6,520      | 3,686      | 19,547 |
| Charge for the year | 824       | -          | 256        | 1,080  |
| Balance at 31.03.22 | 10,930    | 6,520      | 3,942      | 21,392 |

Net book value

|                     |        |   |       |        |
|---------------------|--------|---|-------|--------|
| Balance at 01.04.21 | 10,004 | - | 2,563 | 12,567 |
| Balance at 31.03.22 | 15,650 | - | 2,307 | 17,957 |

Depreciation is provided for on the reducing balance method



**PODSMEAD COMMUNITY ASSOCIATION**

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

**4. Cash at bank and in hand**

|                          |               |
|--------------------------|---------------|
|                          | £             |
| Community account        | 24,679        |
| Premium account          | 5,171         |
| Cash and unbanked cheque | 435           |
|                          | <u>30,285</u> |

**5. Additions**

|                         |              |
|-------------------------|--------------|
| Works to path           | 2,520        |
| Installation of Urinals | 1,476        |
| New garden gate         | 510          |
| Hand dryer              | 687          |
| Window and Door         | 1,277        |
|                         | <u>6,470</u> |

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**PODSMEAD COMMUNITY ASSOCIATION**

**BALANCE SHEET AS AT 31ST MARCH 2022**

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