



Trustees' Annual Report for the period

1st April 2020 to 31st March 2021

Section A

Reference and administration details

Charity name	COLDEN COMMON COMMUNITY ASSOCIATION
Registered charity number	292438
Charity's principal address	Colden Common Community Centre St. Vigor Way Colden Common, Winchester SO21 1UU

Names of the Charity Trustees who manage the Charity.

	Trustee name	Office	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee
1	Richard Saunders	Chair		
2	Alex Loughran	Treasurer		
3	Frank Glasspool	Secretary		
4	Alex deVille			
5	Adrian Kelly			
6	Andy Lai			
7	Kathleen Quin			
8	Brian O'Neill			
9	Joanna Battle		Resigned: 19/12/20	
10	Andrew Ewing		Resigned: 10/12/20	
11	Charlotte White		Resigned: 10/12/20	
12				

Names of the trustees for the charity, if any (eg any custodian trustees)	NONE
Names and addresses of advisers (Optional information)	NONE
Name of chief executive or senior staff members	NONE

Section B

Structure, governance and management

Description of the charity's trusts.

Type of governing document

The Colden Common Community Association was registered as a charity on 23rd August 1985. It is now governed by its Constitution adopted on 11th July 2012.

How the charity is constituted

Unincorporated association.

Trustee selection methods

The Trustees Committee consists of not less than three and up to twelve individuals elected at the Annual General Meeting. Officers are elected by the Committee at the first meeting after the AGM.

Additional governance issues (Optional information) None

Policies and procedures adopted for the induction and training of trustees.

The Charity provides an information pack, drawing information from the various Charity Commission publications. It is distributed to all Trustees along with the Charity's governing document and the latest financial statements.

Relationship with any related parties.

The Charity has a relationship with the Colden Common Parish Council which leases the Community Centre building to the Charity.

Risks and risk management.

The Committee has considered risks to which the Charity is exposed. Systems have been established to mitigate those risks. External risks to funding have led to the development of a strategic plan which allows for the diversification of funding and activities. Internal risks are minimized by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the Charity. The Charity Commission "Internal Financial Control Checklist" forms the basis for these procedures. These procedures are periodically reviewed to ensure that they still meet the needs of the Charity.

Section C

Objectives and activities

Objects of the charity as set out in its governing document.

To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, nationality, age, disability, race or of political, religious or other opinions by associating together the said inhabitants and the statutory 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 for the said

inhabitants;

To secure the establishment of a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in cooperation with any statutory authority or other person or body) in furtherance of the above objects.

To promote such other charitable purposes as may from time to time be determined.

The Association shall be nonparty in politics and nonsectarian in religion. The area of benefit shall be all those areas within the Parish of Colden Common.

Summary of the main activities undertaken for the public benefit.

During the year, the Association has provided facilities at the Community Centre for educational and leisure activities for the inhabitants, voluntary groups and associations in its area and provided facilities for exhibitions of interest and educational value to the local area and its inhabitants. It continues to encourage the use of its facilities by the local inhabitants, voluntary groups and associations in the furtherance of its objectives.

Additional details of objectives and activities (Optional information) None

Contribution made by volunteers.

Members of the community are encouraged to be involved in voluntary activities and share their skills with others. All Trustees give their time freely.

Section D

Achievements and performance

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

Chairman's report.

COVID-19 has dominated the year to March 31st, 2021. We have been fully or partly closed to the general public for the vast majority of this period. Pre-School remained working all the time though. They meticulously applied the Covid sanitation requirements and remained operating to provide an essential service to those parents who required it. Unfortunately, due to a staff member testing positively on one occasion, they had to close for a week in January. School's Out also remained open, on a more limited basis at times, from September 2020 onwards, running the Breakfast and After School Club.

We are pleased that we could retain all our staff on furlough at 100% of their salary throughout, apart from Clint, our Building Manager. He continued to work all through the lockdown and used the fallow time to carry out some much-needed jobs. He raised the sink in the Bert Stratton kitchen, which was uncomfortably low, and had aroused adverse comment. This was achieved without any change to the working surfaces and was very thriftily accomplished. He also redecorated the whole entrance foyer, the Bert Stratton Room and the Patrick Moore Room. No mean feat to do this single-handed! The whole area has been brightened considerably and is a vast improvement. Vanessa, our Centre Manager, returned gradually as regulations and need dictated, and has overseen the slow (and unfortunately interrupted) return to normality. She has been invaluable in researching and disseminating all the necessary information about Covid regulations. Emma, the Centre Assistant, has also done an excellent job in ensuring that all surfaces and areas are kept clean and sanitised, and

ready for hirers. The hirers themselves have generally proved to be responsible. I have noted them assiduously wiping down surfaces and door handles when I have visited to lock up the Centre. Unfortunately, the reduced Centre hours meant that there was less clerical work to do, and we had to make our Administration Assistant redundant late in 2020. She was very understanding about the whole process, which was accomplished in a very amicable manner.

We are in discussions with Pre-School over their rent for the Patrick Moore Room. We are working towards an amicable and mutually beneficial solution that all parties can live with. Pre-School is, in common with the vast majority of such institutions locally and nationally, very adversely affected by the government's parsimonious funding of Preschools. Hopefully, as our MP is the chairman of an all-party parliamentary group on Early Years Education, he will be able to twist the government's arm to provide more money for this. The 'Steve Brine Effect' might also help here.

Plans proceeded for the conversion of the old Changing Rooms, sadly underused for many years, into a new meeting/activity room. An application was made to the Parish Hall Trust for a grant to help with the cost of this. Wishing to keep expenses down, all trustees volunteered to do the decoration themselves. We liaised with the Music and Drama Group throughout, in the past a major user of the area during productions. Although disagreeing with what we proposed to do, they understood the reasons behind it, and did not oppose it. We hope officially to open the new room at the AGM.

We carried out an aerial survey of the roof in January, using a drone camera. This was generously lent and ably piloted by Peter Douglas of this parish. The survey showed some slight cracking and minor slipping of a few tiles, but the vast majority of them appeared to be in good shape, and no remedial work was deemed to be necessary. Another benefit of this, by clearly showing that the gutters were clear, was that the gutter cleaners were shown to have done a good job. Thank you, Peter, for your piloting and photography.

Plans were also afoot to alter the hot water supply to the three toilets off the foyer. This hot water supply comes from the same system which feeds the showers, which are to be removed in the conversion of the Changing Rooms. We will install electric water heaters for each loo, thus eliminating the need for a large calorifier, which produced and stored the large quantities of hot water needed for multiple showers. The savings to our energy bill are expected to pay for this in short order.

We are also refining plans for an automated front door, which will ease access for those with mobility problems, or who are heavily laden.

Sadly, we did not have a Beerfest in 2020. We had, before Covid appeared, made plans to run a reduced-scale, one-day event in October, making it our own Oktoberfest. Perhaps, fingers crossed, we can do something later this year.

There have been none of the usual events that are held in a usual year. We did, though, participate in several successful online activities, including pop-up shops and markets. We do look forward to, to name but one thing, the resumption of the Lunch Club,

The Village Newsletter continues and had to increase its size to 40 pages once (thank you, Parish Council, for funding all of this). Despite Covid, articles continued to pour in. Some people are, unavoidably and unfortunately, occasionally disappointed if their articles are submitted late, and there is not room to fit all of their copy in. Many thanks to all those who do contribute features, paintings and articles to it. We could not continue without you!

I would like to finish by again thanking various people. Firstly, the key holders who unfailingly open and lock up the Centre every day, deserve a huge vote of thanks. They provide a valuable service while keeping the Centre safe and secure and are much appreciated. Secondly, the volunteers who turn up and help either regularly, or for one-off events - many thanks. While there have been fewer opportunities to help this year, our thanks still go to all those who did so. You do a marvellous job; please keep it up! Thirdly, thanks are due to our hirers, without whom we would be a lot worse off

financially! Fewer in number now, and so you are valued the more. Please remember that you are very important to us, and that we are always available should you need to discuss anything pertaining to your hire. Fourthly, and perhaps unusually, I would like to thank the government and local councils, who have been generous in their financial support via furlough support and grants, and without whose help the staff would not have remained at full salary, and the Centre would have been in a precarious position. Fifthly, my fellow trustees, especially Frank and Alex, who bear the brunt of the work, deserve thanks for all their hard work over the last 12 months. Finally, Vanessa, Emma, and Clint all deserve thanks for their contributions and hard work over the year. We bade farewell to Leiah last autumn but give her our thanks and best wishes for the future.

Richard Saunders Chairman; Colden Common Community Association.

6th July 2021

Treasurer's report.

In the way that last year's accounts could be seen as a full trading year, 2020/21 represents virtually a full year of lockdown. Possible relaxations were swiftly ended. All hirers stopped use of the Centre, apart from Pre-School and After School Club, who used the child education exemption to continue. They represented the only trading income received by the Association. They too endured difficult periods and it was necessary to grant a rent-free period.

The Trustees pursued a policy of careful husbandry and cost cutting. Some contracts (insurance policy and photocopier hire) were renegotiated at significant savings. What enabled the Association to survive was the assistance by the Government by way of Job Retention Scheme (Furlough) and grants from Winchester City Council.

Three of the four staff were furloughed, and salaries maintained by topping up the 20% shortfall from cash flow. During the first lockdown, staff were not allowed to perform any duties. Clint has a number of statutory duties (alarm testing, legionnaires disease testing, security) which did not take up his full time. He used the remainder of his time to redecorate the foyer, Bert Stratton Lounge, and the Patrick Moore Room. This represented a massive saving compared with a professional decorator, and left the building significantly better presented. He also raised the sink in the bar of the Bert Stratton, in response to requests from some hirers. His contribution has been massive.

Once the flexible furlough was introduced, all staff responded by using their hours to maximum effect. Many thanks for their sterling efforts.

The Trustees had committed to replacing the well-used carpet in the Bert Stratton, and this also represented an advance in the quality of the building.

Overall, finances have been maintained (with a loss of approximately £3500 as reflected on bank balances) and represents a significant achievement given the circumstances. On the other hand, there has been a build-up of outstanding work which will have to be carried out during 2021/22. It is hoped that previous hirers will return and cash flow will recover.

It was considered that the use of two of the bank accounts had completed their usefulness. The Trustees took the opportunity to review their purpose, and they have been renamed the PN Donation Account and the Restricted Fund. The former holds the funds which Paul Nicholson has donated to the Association from his village maintenance (many thanks Paul), and the latter is to be used when grants for a specific purpose are received. Funds have yet to be transferred as bankers were very slow to carry out the requested renaming.

Overall a difficult year with an outcome which is as good as could be wished for.

Alex Loughran, Treasurer; Colden Common Community Association

30th April 2021

Independent Examiner's Report to the Trustees of the Colden Common Community Association.

I report on the accounts of the Charity for the year ended 31 March 2021, which are set out on pages 8 to 13.

Respective responsibilities of Trustees and Examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the 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 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 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 2011 Act; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of the 2011 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.



David Fields ACMA

Associate member of the Chartered Institute of Management Accountants.

4th October, 2021

Pi Accounts Limited
44 Pennington Close
Colden Common
Winchester
SO21 1UR

Receipts and Payments Account		
Charity Name COLDEN COMMON COMMUNITY ASSOCIATION		
Charity No. 292438		
<i>All values rounded to nearest £</i>	For period	01 Apr 2020 - 31 Mar 2021
Section A Receipts and payments		

A1 Receipts	Restricted funds £	Unrestricted funds £	Total funds £	Last year £
Grants: Newsletter (Parish Council)	0	2,920	2,920	730
Grants: HMRC Job Retention	0	20,169	20,169	0
Grants: WCC Local Restrictions Support	0	19,907	19,907	0
Lettings	0	18,322	18,322	72,066
Contributions (Elec, Phone & Insurance)	0	844	844	0
Donations	600	6	606	2,759
Rent Income	0	420	420	0
Other Income	0	316	316	1,440
Events	0	290	290	6,053
History Books	0	25	25	965
Catering	0	22	22	2,229
Bank Interest	0	18	18	60
Directory advertising	0	0	0	621
Affiliation income	0	0	0	50
Damage deposits	0	0	0	1,820
Total receipts	600	63,259	63,859	88,793

A2 Asset / investment sales	0	0	0	0
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A3 Payments	£	£	£	£
Staff salaries and wages	0	42,289	42,289	42,200
Maintenance and repairs	0	6,605	6,605	9,206
Utilities	0	6,600	6,600	8,501
Newsletter publication	0	2,970	2,970	1,351
Insurance	0	2,446	2,446	2,985
Fire and Security	0	1,427	1,427	1,146
Cleaning	0	1,199	1,199	3,963
Telephone and broadband	0	1,114	1,114	1,178
Administrative	0	1,058	1,058	2,057
Legal and Professional	0	658	658	1,787
Miscellaneous expenses	0	474	474	0
Bank charges	0	69	69	60
Events	0	25	25	4,061
Catering	0	4	4	297
Booking refunds	0	187	187	472
History Book printing	0	0	0	3,101
Damage deposit	0	0	0	2,673
Total payments	0	67,125	67,125	85,038

A4 Asset / investment purchases	0	0	0	0
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<i>Net of receipts/(payments)</i>	600	(3,866)	(3,266)	3,755
A5 Transfers between funds	0	0	0	0

Net movement in funds	600	(3,866)	(3,266)	3,755
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A6 Cash funds brought forward	1,266	49,306	50,572	46,817
Cash funds carried forward	1,866	45,440	47,306	50,572

Section B Statement of Assets and Liabilities at the end of the period.

B1 Cash funds (31 Mar '20)	Note	Restricted	Unrestricted	Total funds	Last year
		£	£	£	£
Current		1,866	10,886	12,752	9,343
Deposit		0	33,301	33,301	40,000
CAF Gold		0	783	783	783
Current (Club 55)		0	446	446	446
Petty cash		0	24	24	0
Total cash funds		1,866	45,440	47,306	50,572

Other assets	Note	Restricted	Unrestricted	Total	Last year
		£	£	£	£
Other monetary assets					
Debtors - Lettings income due		0	1,468	1,468	0
Assets retained for Charity's own use	7	0	3,824	3,824	3,824
Total other assets		0	3,824	3,824	3,824

Liabilities					
Creditors	8	0	50	50	50
Total liabilities		0	50	50	50

Notes to the accounts for year ended 31 March 2021.

1. Accounting Policies

a) Basis of Accounting

The Charity's gross income in the financial year does not exceed £250,000 and the Charity Trustees have therefore elected to prepare –

- a) a receipts and payments account, and
- b) a statement of assets and liabilities

in accordance with Section 133 of The Charities Act 2011.

The principal policies of the Charity are set out as follows.

b) Financial Statements

These financial statements are compliant with recommendations provided by the Charity Commission.

c) Statement of the Charity Reserves policy.

To fund approximately three months core staffing and operational costs and provide sufficient financial flexibility during periods of economic austerity.

d) Funds Structure Policy

Restricted funds are subject to restrictions on their expenditure by the donor. Unrestricted funds are available for use at the discretion of the Committee in furtherance of the general objectives of the Charity. Designated funds are general funds that have been earmarked for a particular purpose.

e) Other Policies

Pension

The Charity operates a pension scheme for core staff. The workplace pension provider is NEST.

2. Receipts

RECEIPTS Analysis of larger receipts.		
	2020/21	Last year
Donations	£	£
CC Parish Council (Restricted)	600	600
Winchester Bourne	0	500
W T Tax Ltd	0	400
Security Vetting Solutions Ltd	0	300
Taylor Wimpey	0	250
Charters	0	200
Others	6	509
Totals	606	2,759

Lettings	£	£
Whole Centre hire	0	1,366
Bert Stratton Lounge	3,004	14,229
Gloucester Hall	4,748	23,030
Patrick Moore Room	10,570	32,593
Meeting Room & Kitchen	0	548
Other	0	300
Totals	18,322	72,066
Catering	£	£
Catering	22	2,229
Totals	22	2,229
Events	£	£
Beerfest	0	2,877
Club 55	0	50
Markets	90	1,962
Halloween	0	124
Common have a go	200	924
Table Tennis	0	117
Senior Citizens	0	0
Totals	290	6,053
Other income	£	£
Contributions (Elec, Phone & Insurance)	0	181
History Books	0	441
Parish office rent	0	420
Other Income	316	398
Totals	316	1,440

3. Payments

PAYMENTS - Analysis of larger payments.		
	2020/21	Last year
Events	£	£
Beerfest	0	2,755
Markets	0	757
Summer fete / Common have a go	0	319
Halloween	0	133
Booking refunds	25	97
Totals	25	4,061
Catering	£	£
Catering	4	297
Totals	4	297
General payments	£	£
Utilities (Elect, Gas, Water)	6,600	8,501
Maintenance and repairs	6,605	9,206
Insurance	2,446	2,985
Cleaning and Refuse	1,199	3,963
Administration & Miscellaneous	1,058	2,057
Totals	17,908	26,712

4. Staff costs and Trustee remuneration

None of the members of the Committee received any remuneration during the year.

No employees had emoluments in excess of £60,000. No expenses were claimed.

5. Value Added Tax

The Charity is not registered for VAT.

6. Taxation

The Charity is a registered charity and as such is exempt from tax on its income under Section 505 of the Income and Corporation Taxes Act 1988, as long as its income is applicable and applied for charitable purposes only. During the year all of the income was applicable and applied towards charitable purposes.

7. Assets

Assets retained for Charity's own use	Purchased	2020/21	Last year
		£	£
Gazebo	2014/15	481	481
Table tennis table	2014/15	249	249
Gloucester Hall speakers and amplifiers	2014/15	492	492
Gloucester Hall furniture	2014/15	2,352	2,352
Portable Stereo PA System	2018/19	250	250
Asset totals		3,824	3,824


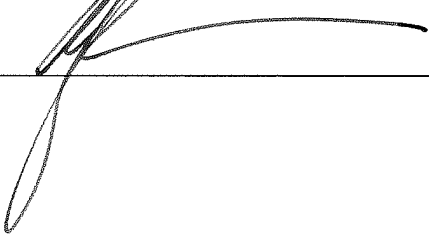
8. Liabilities

Liabilities	2020/21	Last year
	£	£
Independent examiner	0	50
Total liabilities	0	50

9. Analysis of movement in charity funds

Movement of the cash funds between restricted and unrestricted funds including transfers between funds. This may identify funds that Trustees have decided to designate from general reserves for specific purposes.

Analysis of movement in charity funds 2020/21	B/fwd £	Income £	Expend £	Transfer £	C/fwd £
Restricted funds					
Paul's fund	1,266	0	0	0	1,266
Other		600	0	0	600
Total restricted funds	1,266	600	0	0	1,866
Unrestricted funds					
Newsletter printing	0	2,920	(2,970)	50	0
Outside painting 6-year cycle	1,800	0	0	0	1,800
Unrestricted designated funds	1,800	2,920	(2,970)	50	1,800
General funds	47,506	60,339	(64,155)	(50)	43,640
Total unrestricted funds	49,306	63,259	(67,125)	0	45,440
Total funds	50,572	63,859	(67,125)	0	47,306

Section G Declaration			
The Trustees have approved the Trustees' report above. Signed on behalf of the Charity's Trustees.			
Signature	Full name	Position	Date
	Richard Saunders	Chairman	27/10/21
	Alex Loughran	Treasurer	13/10/21