



Trustees' Annual Report for the period

1st April 2021 to 31st March 2022

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		See section B
2	Alex Loughran	Treasurer		
3	Kathleen Quin	Secretary		
4	Alex de Ville			
5	Adrian Kelly			
6	Andy Lai			
7	Brian O'Neill			
8				
9				
10				
11				
12				

Names of the trustees for the charity, if any (eg any custodian trustees)	
Deeds held by Official Custodian for Charities	
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.

Mandatory checks are carried out at prescribed intervals.

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 non-party in politics and non-sectarian 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.

The conversion of the changing room facilities has enabled the Association, having regard to the guidance issued by the Charity Commission, to offer, free of charge, the space to organisations such as the police, Neighbourhood Watch, Citizens Advice to communicate either privately or at meetings with inhabitants.

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, and no payment or expenses are claimed.

Section D

Achievements and performance

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

Chairman's report.

Thankfully, Covid hasn't been as much of a disruption this year as compared to last. The Centre has remained open all year. People observe the precautions to a greater or lesser extent, but I have never seen anyone approaching overtly dangerous practices. Bookings had initially been affected, some groups more than others, but we are lucky that replacement hirers have filled the gaps.

Following the redecoration that Clint carried out in 2020, we are pleased that this work has continued. The conversion of the old changing/shower rooms was completed, and we now have a new meeting

room, The Jenny Gray Room. We were very fortunate that the eponymous stalwart was able to open it formally, before her greatly lamented demise. Jenny was the sort of person you hear about, but rarely meet. I am still discovering jobs that haven't been done, because she did them in the background, unlauded and unpublicised. The construction work of the conversion was carried out very well by a contractor, aided by Clint, and the work has been of a high standard. To keep costs down, trustees and Clint did the decorating themselves, which was mainly completed in early June last year. A small group also redecorated all three of the toilets off the main foyer. Various further redecoration has been carried out in the Patrick Moore Room as users' wear-and-tear has required. The old gas-powered calorifier was decommissioned, and small electric heaters were provided, which supply hot water on demand. We expect that this will result in considerable cost savings.

We also achieved another long-anticipated goal, that of replacing the two sets of front doors with automatic self-opening ones. This has been much appreciated by those using walking frames, buggies, pushchairs and similar, if user comments are anything to judge by. We were very fortunate to have the vast majority of the cost of the new front doors, and of the Jenny Gray Room, paid for by grants from the Parish Council, the Parish Hall Trust, and the National Lottery Fund. Many thanks again to all of these bodies. Thanks also to our treasurer, Alex Loughran, who was instrumental in researching and applying for these grants.

A further project, paid for by ourselves, was the replacement of the flooring throughout the foyer area, including the loos and the chair store area. The entrance mat, now in the wrong place for the new doors, was also replaced.

The icing on the cake was the visit by the Mayor of Winchester on one Tuesday in March to open the new doors. The Methodist Coffee Morning group extended their usual services to cater for the Mayoral visit, which attracted many more visitors than usual. The display of cakes they provided was amazing, and I still have fond memories of the flapjacks!

One other good thing also proceeded from this visit: a lovely photo of Ann Wallace, with the Mayor, was obtained, shortly before Ann's demise. In the same week that we lost Ann we also lost Ken Ratcliffe and Jean Leverett, who both contributed greatly to the life of the village. All three are greatly missed.

Peter Douglas carried out another aerial survey of the roof of the Community Centre, using his drone. Again, we were reassured by the state of the structure. Thanks again, Peter.

We held a successful Winter Market last November, which was well-attended. We have also had recently Common Have a Go 2022. Both events were very popular, were enjoyed by all, and helped raise much-needed money for the Community Association.

The Village Newsletter continues in its increased size of 40 pages (thank you, Parish Council, for your continued funding of this). Little has changed in its format during the twelve months since my last report. 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! 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, my fellow trustees, especially Alex Loughran, who bear the brunt of the work, deserve thanks for all their hard work over the last 12 months. Finally, our trusty staff, Vanessa, Emma, and Clint all deserve thanks for their contributions and hard work over the last year, often over and above the call of duty.

Richard Saunders Chairman; Colden Common Community Association.

5/7/2022

Treasurer's report.

Overall, the Community Association has come out of the Covid period in very good condition. A number of grants enabled us to maintain a strong cash position, while carrying out a number of improvements to the building, and also assisting some hirers who did not qualify for the grants we were fortunate to receive.

A review of our bank accounts was carried out as two accounts with small balances had outlived their usefulness. The balances were swept into current account, and the accounts repurposed. The PN Fund now receives the donations (£1866 as at 31 March 2021) generously given by Paul Nicholson, which were previously recorded on a spreadsheet and received into current account. The other account was renamed the Restricted Fund to identify monies identified for specific purposes. This received the various grants from the National Lottery, Parish Council, (PC) and the Parish Hall Trust, before being paid out.

We are very grateful to a number of bodies for the grants which have been of immense assistance to us. We took advantage of the Job Retention Scheme (Furlough) and Winchester City Council provided a number of business grants. The Parish Hall Trust gave us funds to enable conversion of the unused shower area into the Jenny Gray Room (JGR). It is poignant that Jenny died shortly after she was able to open the room, and the first use of the television was to relay her funeral.

The National Lottery provided monies, supplemented by the generosity of the Parish Council, to enable installation of the automatic doors. Many positive comments were received about the improved access to the building. The Parish Council also continued to support production of the village newsletter.

Using our own resources, new flooring was laid in the foyer area.

There have also been a couple of less obvious improvements, including a new accounting system, debit cards for staff to facilitate occasional purchases, and a new disabled toilet. New electric water heaters in the three toilets mean that (theoretically) no gas should be used between May and October.

The large television in the JGR was also purchased using Association funds.

Cash use has been greatly reduced, although it cannot be avoided with small sales of photocopying, books, and, of course, events. Staff and trustee training has taken place where appropriate, and is encouraged.

It is hoped that the careful management of funds means that any surplus generated by activities can be used to finance the backlog of improvements and repairs we have identified. These have been graded according to seriousness, and high risk issues resolved. If the current position prevails, it will be our intention to maintain hiring rates for as long as possible (they have not increased for three years) for the benefit of all users.

There have been one or two amendments to the structure of the accounts. The outdoor painting figure has been dropped as we are financing it differently, and often with trustee involvement. Newsletter printing costs have been moved to the Restricted Fund, where they should have been previously.

We have been able to build a really loyal dedicated team which is fiercely proud of their efforts to maintain the Centre on behalf of the village. Our thanks to them. However there has been some minor damage which was not reported at the time. A wall socket near the chair and table cupboards was smashed, the TV screen was scratched within a week of installation, a hook in the Gloucester Hall was ripped from the wall, and overall

cleanliness and tidying could have been better. These all add to costs and time which affects our long term ability to run the building economically and keep rates down

Alex Loughran, Treasurer; Colden Common Community Association

7 July 2022

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

I report to the Trustees on my examination of the accounts of the Charity for the year ended 31 March 2022, which are set out on pages 9 to 15.

Responsibilities and basis of report

As the Charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with my examination which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with my examination to which 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.

12th August, 2022

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

Receipts and Payments Account				
Charity Name: COLDEN COMMON COMMUNITY ASSOCIATION				
Charity No.: 292438				
All values rounded to nearest £		For period	1 April 2021 - 31 March 2022	
Section A Receipts and Payments Account				
	Restricted funds	Unrestricted funds	Total funds	Last Year

A1 Receipts	£	£	£	£
Grants	29,967	17,398	47,365	42,996
Lettings	0	66,705	66,705	18,322
Contributions (Elec, Phone & Insurance)	0	824	824	844
Donations	600	0	600	606
Rent Income	0	420	420	420
Refund of water rates	0	1,034	1,034	0
Events	0	1,518	1,518	290
History Books	0	45	45	25
Catering & Café	0	9	9	22
Office Services	0	63	63	0
Bank Interest	0	9	9	18
Paid Advertising	0	60	60	0
Other Income	0	276	276	316
Total	30,567	88,361	118,928	63,859
Investment sales	0	0	0	0
Total receipts	30,567	88,361	118,928	63,859

A3 Payments	£	£	£	£
Staff Salaries & Wages	0	37,819	37,819	42,289
Building Management	27,000	10,921	37,921	0
Maintenance & Repairs	0	3,510	3,510	4,397
Utilities	0	6,059	6,059	6,600
Newsletter Publication	2,967	777	3,744	2,970
Insurance	0	2,605	2,605	2,446
Fire & Security	0	1,898	1,898	1,427
Cleaning & Refuse	0	2,742	2,742	3,407
Telephone & Broadband	0	1,196	1,196	1,114
Office & Administrative	0	1,158	1,158	1,058
Legal & Professional	0	357	357	658
Miscellaneous Expenses	0	154	154	474
Bank Charges	0	96	96	69
Event expenses	0	411	411	25
Catering	0	0	0	4
Booking Refunds	0	1,324	1,324	187
Total	29,967	71,027	100,994	67,125
Asset purchases	0	555	555	0
Total payments	29,967	71,582	101,549	67,125

Receipts and Payments Account - continued	Restricted funds £	Unrestricted funds £	Total funds £	Last Year £
Net receipts over payments	600	16,779	17,379	(3,266)
Transfer between funds	0	0	0	0
Net movement in funds	600	16,779	17,379	(3,266)
Cash balances brought forward	1,866	45,440	47,306	50,572
Cash funds carried forward	2,466	62,219	64,685	47,306

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

	Restricted £	Unrestricted £	Total funds £	Last Year £
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CASH FUNDS	£	£	£	£
Current	0	5,539	5,539	12,752
Deposit	0	56,327	56,327	33,301
CAF Gold	0	1	1	783
Paul Nicholson Fund (formerly Club 55)	2,466	300	2,766	446
Petty Cash	0	52	52	24
	2,466	62,219	64,685	47,306

OTHER ASSETS	£	£	£	£
Other monetary assets				
Debtors - Lettings income due	0	2,307	2,307	1,468
Assets retained for Charity's own use	0	4,379	4,379	3,824
	0	6,686	6,686	5,292

LIABILITIES	£	£	£	£
Creditors	0	50	50	0
	0	50	50	0

Notes to the accounts for year ended 31 March 2022.

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 (approximately £5,000 pm) 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		
	This year	Last year
Grants	£	£
Colden Common Parish Cnl (Newsletter)	2,967	2,920
Winchester CC Local Restrictions Support	10,199	19,907
Government - Furlough	7,199	20,169
National Lottery (Restricted)	10,000	0
Colden Common Parish Council (Restricted)	7,000	0
Colden Common Parish Hall Trust (Restricted)	10,000	0
Totals	47,365	42,996

RECEIPTS - continued		
	This year	Last year
Donations	£	£
Paul Nicholson's litter picking via Parish Cnl	600	600
Others	0	6
Totals	600	606

Lettings	£	£
Whole Centre hire	0	0
Bert Stratton Lounge	11,334	3,004
Gloucester Hall	23,440	4,748
Patrick Moore Room	31,016	10,570
Jenny Gray Room	535	0
Meeting Room & Kitchen	380	0
Totals	66,705	18,322

Catering	£	£
Catering	9	22
Totals	9	22

Events	£	£
Markets	1,518	90
Common have a go	0	200
Totals	1,518	290

Other income	£	£
Contributions (Elec, Phone & Insurance)	824	844
Refund of water rates	1,034	0
History Books	45	25
Office services	63	0
Parish office rent	420	420
Sundry (basketball ring, pool table)	36	0
Bank interest	9	18
Paid advertising	60	0
Sale of books DVDs etc.	240	316
Totals	2,731	1,623

Total receipts	118,928	63,859
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3. Payments

PAYMENTS (Analysis of larger payments only)		
	This year	Last year
Events	£	£
Winter fayre	189	0
St George	172	0
Refunds	50	25
Totals	411	25

Maintenance and repairs	£	£
Boiler service	628	0
Carpet fitting	0	1,686
Other	2,882	2,711
Totals	3,510	4,397

Fire and security	£	£
Andover Fire and Security	1,816	1,355
PAT Testing	83	72
Totals	1,899	1,427

Catering	£	£
Catering	0	4
Totals	0	4

Utilities	£	£
Water rates	959	2,133
Gas	2,346	1,416
Electricity	2,754	3,051
Totals	6,059	6,600

Cleaning and refuse	£	£
Waste collection	1,391	2,208
Cleaning services	1,351	1,199
Totals	2,742	3,407

Others	£	£
Assets purchased	555	0
All other items not separately analysed	89,115	60,496
Totals	89,670	60,496

Total payments	101,549	67,125
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4. Staff costs and Trustee remuneration

None of the members of the Committee received any remuneration or expenses 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	This year £	Last year £
Gazebo	2014/15	481	481
Table Tennis Table	2014/15	249	249
Gloucester Hall speakers & amplifiers	2014/15	492	492
Gloucester Hall furniture	2014/15	2,352	2,352
Portable Stereo PA System	2018/19	250	250
65" TV screen and mounting	2021/22	555	0
Asset totals		4,379	3,824

8. Liabilities

Liabilities	This year £	Last year £
Creditors (damage deposit)	50	0
Total liabilities	50	0

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.

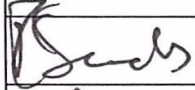

Analysis of Movement in Funds	B/Fwd £	Income £	Expend £	Transfer £	C/Fwd £
Restricted					
Paul Nicholson fund	1,866	600			2,466
Newsletter printing		2,967	(2,967)		0
Buiding Project		27,000	(27,000)		0
Total Restricted	1,866	30,567	(29,967)	0	2,466
Unrestricted funds					
Designated					
Outside painting 6-year cycle	1,800			(1,800)	0
Subtotal designated	1,800	0	0	(1,800)	0
General funds	43,640	88,361	(71,582)	1,800	62,219
Total Unrestricted	45,440	88,361	(71,582)	0	62,219
Total Funds	47,306	118,928	(101,549)	0	64,685

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	9/8/22
	Alexander Kerr Loughran	Treasurer	1/8/22