



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year

## Section A Reference and administration details

Charity name The Downswood Community Association

Other names charity is known by DCA

Registered charity number (if any) 298218

Charity's principal address C/O 92 Longham Copse

Maidstone

Kent

Postcode ME15 8TW

### 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	John Everett	Honorary Chairman		DCA General committee
2	Diane Everett	Honorary Secretary		DCA General Committee
3	Ivan Russell	Honorary Vice Chairman		DCA General Committee
4	Valarie Saunders	Committee Member		DCA General Committee
5	Rose Langlands	Committee Member		DCA General Committee
6	Keith Blair	Committee Member		DCA General Committee
7	Sue Haigh	Committee Member		DCA General Committee
8	Jim Carmichael	Committee member		DCA General Committee
9	Bernard Dunn	Committee Member		DCA General Committee
10	Scott Raffle	Committee Member		DCA General Committee
11	Mike Dyerball	Committee Member		DCA General Committee
12	Nicki Cooper	Committee Member		DCA General Committee
13	Lorraine Rowe	Committee Member		DCA General Committee
14	Katie Simpson	Committee Member		DCA General Committee
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
None	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution of the Downswood Community Association
How the charity is constituted (eg. trust, association, company)	By following the constitution?
Trustee selection methods (eg. appointed by, elected by)	Nominations, seconders & agreement by the General Committee

### 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.

Policies & Preceedures

## Section C Objectives and activities

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

Promote the benefit of the inhabitants of the civil Parish of Downswood, in the Borough of Maidstone (hereinafter called " the area of benefit " ), without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the 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)**

Excusive & successful management of the Downswood Community Centre since the opening in 1990, making this centre available to many local groups & organisations along with private hirings at weekends.

Involvement in local issues, information distribution & working together with many other organisations & groups.

Collect and disseminate information on all matters relating to it's objects, and to exchange such information with other bodies having similar objects whether in the United Kingdom or elsewhere.

**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.

Write, print or publish, in whatever form, such papers, books, periodicals, pamphlets or other documents, including films and recorded material, as shall further it's objects, and to issue or circulate the same whether for payment or otherwise;  
Purchase, take on lease or in exchange, hire or otherwise lawfully acquire such property or other rights and privileges as may be necessary for the promotion of it's objects and to construct, maintain or alter the same, subject to the provisions



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

We should all remember that the DCA doesn't just exist to run the Community Centre, we as a Community Association have a voice in everything associated with Downswood with an example such as keeping abreast of what the new Bellway development will bring to us.

Yes, many of us opposed this new development, but by now we all know that nobody 's going to stop them building so we have to look ahead.

With 400+ new homes there will obviously be a lot more people around, who will almost certainly wish to use the facilities & groups at our centre, but it may also bring a lot more problems such as traffic & we should air our views if we think some of the things they propose are wrong.

The new phone mast; very few people wanted it, but like it or not, some did.

I believe residents were more frustrated by the fact that because the government decided that no planning permission was required for these masts, it just went ahead with no consultation.

These are some of the major things that are affecting peoples lives in our area & I think us as a Community Association should be more involved with, but of course we understand that many people simply don ' t have the time.

## Section E

## Financial review

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

NSB Savings account (See audited accounts)

**Details of any funds materially in deficit**

None

### 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.

See accounts report to the DCA General Committee at the AGM.

## Section F

## Other optional information

None

## Section G

## Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**



**Full name(s)**

Mr John Everett

**Position (eg Secretary, Chair, etc)**

Honorary Chairman

**Date**

01.11.23



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Downswood Community Association

No (if any)

## Receipts and payments accounts

CC16a

For the period  
from

01/06/2022

To

31/05/2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Affiliation Fees	250	-	-	250	-
Booking Fees	53,816	-	-	53,816	-
Fundraising	5,277	-	-	5,277	-
Interest	11	-	-	11	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>59,355</b>	<b>-</b>	<b>-</b>	<b>59,355</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>59,355</b>	<b>-</b>	<b>-</b>	<b>59,355</b>	<b>-</b>
<b>A3 Payments</b>					
Accountancy fees	498	-	-	498	-
Cleaning	719	-	-	719	-
Fundraising expenses	5,063	-	-	5,063	-
Gardening	13,571	-	-	13,571	-
Licences & Insurances	2,329	-	-	2,329	-
Repairs & Maintenance	10,889	-	-	10,889	-
Utilities/Services	11,525	-	-	11,525	-
Wages & Salaries	17,138	-	-	17,138	-
Sundry expenses	761	-	-	761	-
<b>Sub total</b>	<b>62,493</b>	<b>-</b>	<b>-</b>	<b>62,493</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>62,493</b>	<b>-</b>	<b>-</b>	<b>62,493</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 3,138</b>	<b>-</b>	<b>-</b>	<b>- 3,138</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>- 3,138</b>	<b>-</b>	<b>-</b>	<b>- 3,138</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash Floats	620	-	-
			-	-
		-	-	-
	<b>Total cash funds</b>	<b>620</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Bank Accounts	27,948	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	Debtors	2,707	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Loft Conversion	16,160	-	-
	Millenium Project	10,000	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Accruals	498	-	
	Booking Fees in advance	5165	-	
	Key deposits	120	-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		John Everett	12/09/2023	
		Ivan Russell	12/09/2023	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

# Independent examiner's report on the accounts

Section A

## Independent Examiner's Report

Report to the trustees

Charity Name

DOWNSWOOD COMMUNITY ASSOCIATION

On accounts for the year  
ended

31st. MAY 2023

Charity no  
(if any)

298218

Set out on pages

X

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2023

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 Act").

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

Independent  
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- ~~the accounting records were not kept in accordance with section 130 of the Charities Act; or~~
- ~~the accounts did not accord with the accounting records; or~~
- ~~the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.~~

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

08/11/2023

Name:

TERENCE GEORGE AYLWARD

Relevant professional  
qualification(s) or body

FAIA FMAAT



(if any):

Address:

16 LONG SHAW CLOSE, BOUGHTON
MONCHELSEA, MAIDSTONE, KENT
ME 17 4GE

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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