



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 01/06/2024 To 31/05/2025**

**Charity name: The Downswood Community Association**

**Charity registration number: 298218**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	As per the Constitution, the charity exists: "To promote the benefit of the inhabitants of the Parish of Downswood without distinction of sex, political, religious or other opinions, by providing facilities for education, recreation, and leisure-time activities in the interest of social welfare."
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Association provides a valuable community resource by managing the Downswood Community Centre for the benefit of local residents, groups and organisations.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees confirm that they have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's aims and objectives, and in planning and delivering activities throughout the year.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During the year, the Association continued to manage and hire out the Downswood Community Centre. The Centre is used regularly by local groups for social, recreational, and educational purposes. Private hirings continue to provide an important income stream.</p> <p>The trustees note the increased use of the centre as the local population has grown and continue to review policies to ensure the centre remains accessible and well-maintained.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p><b>Accounts Basis:</b></p> <p>The accounts have been prepared on a Receipts and Payments basis, as permitted under section 133 of the Charities Act 2011 for charities with income under £250,000.</p> <p><b>Review of the Year:</b></p> <p>The charity maintained a strong financial position through regular hall hire and prudent cost control. Significant spending during the year related to general maintenance and minor improvements.</p> <p><b>Important clarification:</b></p> <p>In prior years, expenditure on building improvements was incorrectly shown as an "asset" in the Statement of Assets and Liabilities.</p> <p>As the charity does not own the freehold of the hall, and accounts are prepared on a receipts and payments basis, this capitalised value has been removed from the current year's statement. The original expenditure was correctly recorded as a payment at the time it occurred.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The charity holds cash reserves equivalent to approximately 6 months of regular operating costs, in line with prudent financial practice. These reserves are held to manage fluctuations in hall hire income and unexpected maintenance costs.</p>

Amount of reserves held	Para 1.22	£25,092
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted 18 April 2000
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	An unincorporated association governed by its Constitution.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are nominated, seconded, and approved by the General Committee.

## Reference and Administrative details

Charity name	The Downswood Community Association
Other name the charity uses	DCA
Registered charity number	298218
Charity's principal address	c/o 92 Longham Copse Maidstone Kent 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	Chair		
2	Diane Everett			
3	Ivan Russell			
4	Valarie Saunders			
5	Rosanna Langlands			
6	Keith Blair		Appointed 08/10/2024	
7	Jim Carmichael			
8	Bernard Dunn			
9	Scott Raffle			
10	Lorraine Rowe			
11	Jessica Arundel			
12	Katie Simpson			
13	Michael Dyerball			
14	Nicky Clifford		Appointed 08/10/2024	
15	Martin Weeks		Appointed 08/10/2024	

### Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a		

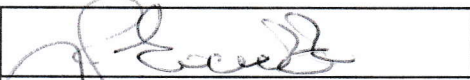
### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	John Everett	
Position (eg Secretary, Chair, etc)	Chair	

Date 09.09.25



Report to the trustees/  
members of

The Downswood Community Association

On accounts for the year  
ended

31 May 2025

Charity no  
(if any)

298218

Set out on pages

See attached Receipts and Payments Accounts and Statement of Assets and Liabilities.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/05/2025.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 the 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 the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 19/08/2025

Name:

James Fisher

Relevant professional  
qualification(s) or body  
(if any):

MAAT

Address:

12 Bermuda Road

Whitstable

CT5 3RX

Only complete if the examiner needs to highlight 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.**





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Downswood Community Association

No (if any)  
298218

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/06/2024	To	Period end date 31/05/2025
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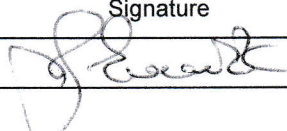
### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Affiliation fees	60	-	-	60	250
Booking fees	49,762	-	-	49,762	47,197
Donations & Grants	3,791	-	-	3,791	3,000
Fundraising	6,435	-	-	6,435	11,898
Interest	129	-	-	129	99
Sundry	13	-	-	13	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	60,190	-	-	60,190	62,444
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	60,190	-	-	60,190	62,444
<b>A3 Payments</b>					
Legal and professional fees	-	-	-	-	522
Repairs and maintenance	15,708	-	-	15,708	25,544
Fundraising expenses	2,572	-	-	2,572	7,648
Licences and insurance	2,253	-	-	2,253	4,799
Utilities and services	16,159	-	-	16,159	12,152
Wages and salaries	17,394	-	-	17,394	16,915
Stationery and printing	-	-	-	-	1,036
Sundry expenses	134	-	-	134	199
	-	-	-	-	-
<b>Sub total</b>	54,220	-	-	54,220	68,815
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	54,220	-	-	54,220	68,815
<b>Net of receipts/(payments)</b>	5,970	-	-	5,970	6,371
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	19,122	-	-	19,122	25,493
<b>Cash funds this year end</b>	25,092	-	-	25,092	19,122

## 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>	Bank accounts	25,212	-	-
	Cash floats	-	-	-
		-	-	-
	<b>Total cash funds</b>	25,212	-	-
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Key deposits		120	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		John Everett	09-09-25



