

# THE ABBEY COMMUNITY CENTRE, YEOVIL

Registered Charity No. 299552

The Forum, Yeovil, Somerset BA21 3TL

[www.abbeymanorcc.org](http://www.abbeymanorcc.org)

## Annual Report for Year 1<sup>st</sup> April 2021 - 31<sup>st</sup> March 2022

### Governing Document: Constitution of the Abbey Community Association

- Original document signed 18 May 1988.
- Amendment to revise the number of members required to form a quorum approved on 23 November 1994
- Amendment to vest property in the Official Custodian for Charities approved on 23 November 2008
- Amendment to revise the number of members required to form a quorum to ten approved on 12 October 2011
- Amendment to remove requirement for an audit of accounts if income is less than £25,000. Approved at Annual General Meeting 14 October 2015
- Constitution re-typed in entirety and an amendment made to audit the accounts annually if the income is greater than £250,000. Approved at Annual General Meeting 11 October 2017.
- New Constitution formally adopted on 11<sup>th</sup> July 2018
- Typing errors corrected 7<sup>th</sup> September 2020. (Association changed to Charity).
- Amendment of para 17(1) to allow User Groups to attend meetings without being a Trustee. Amendment of para 17(5) to indicate maximum number of Trustees. Approved at Annual General Meeting on 14 July 2021.

### Charity land is vested in the Official Custodian for Charities

- Schedule: Freehold land registered at HM Land Registry under title no. ST74562
- Case no. 215410
- Sealing no. 1056
- Date 10/10/08

### Names of Charity Trustees Serving during Year

Mr P Seib	Chair
Mr F Sturman	Deputy Chair (until 14 <sup>th</sup> July 2021)
Mr R Brookes	Deputy Chair (from 14 <sup>th</sup> July 2021 - resigned 16 <sup>th</sup> July 2021)
Mrs S Brookes	Treasurer (resigned 16 <sup>th</sup> July 2021)
Mrs C Collins	Booking Secretary (resigned 16 <sup>th</sup> July 2021)
Mrs J M Lucas	Secretary and Minute Secretary
	Acting Treasurer (from 21 <sup>st</sup> July 2021)
	Acting Booking Secretary (from 21 <sup>st</sup> July 2021)
Mrs S Sturman	(resigned 16 <sup>th</sup> July 2021)
Mr R Brookes	(resigned 16 <sup>th</sup> July 2021)
Mrs V Brown	(until 14 <sup>th</sup> July 2021 – from 21 <sup>st</sup> July 2021)
Mrs I Meecham	(from 14 <sup>th</sup> July 2021)
Miss E Meecham	(from 14 <sup>th</sup> July 2021)
Mr F Sturman	(resigned 16 <sup>th</sup> July 2021)
Mr R Jackson	



### **Names of User Group Representatives Serving during the Year**

Mrs V Brown	2 <sup>nd</sup> Preston Brownies
Mrs J Lucas	1 <sup>st</sup> Preston Guides
Mrs I Meecham	Knit, Stitch and Natter
Miss E Meecham	1 <sup>st</sup> Preston Brownies
Mrs P Boocock	WRA Keep Fit
Mr A Dutch	St James Scout Group

### **Objects of the Charity**

To promote the benefit of the inhabitants of Brympton and North West Yeovil and their environs (hereinafter called 'the area of benefit') without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants 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 establish or to secure the establishment of a community centre (hereinafter called 'The Centre') and to maintain and manage or to co-operate with any local statutory authority in the maintenance and management of such a Centre for activities promoted by the Association and its constituent bodies in furtherance of above objects.

The Association shall be non-party and non-sectarian in religion.

### **Organisation of Charity**

- Number of elected Honorary Officers: 5
- Number of representatives of affiliated groups (one per group): 6
- Number of individual members living in the area of benefit (up to 14 under old Constitution): 7
- Number of co-opted members (up to 4): 0
- Number of paid staff: 0

### **Further Details of the Charity**

- Name and address of bankers:  
Nat West Bank plc, 2 Hendford, Yeovil BA20 1TN  
Nationwide Building Society, 36 Middle Street, Yeovil BA20 1LA
- Independent Examiner: Albert Goodman LLP, Goodwood House, Blackbrook Park Avenue, Taunton TA1 2PX
- Insurers: NFU Mutual, NFU Office, 46 Hendford, Yeovil BA20 1UW
- Sum Insured: £1.5M - Building. £20,000 - Contents.
- Deeds: Held by Battens Solicitors, Mansion House, 54 Princes Street, Yeovil BA20 1EQ

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## Chairman's Report

Despite the final stages of COVID restrictions, the 2020/21 AGM was very well attended by both member user groups and individual members. All officer posts were properly filled by election but after the election for Chair, a number of "continuing" Trustees, including the re-elected Booking Secretary, Treasurer and the newly elected Vice-Chairman, resigned their individual memberships and trustee positions in protest over a dispute. This event was a sad climax to a period of tension that had built for months and which had been impairing the Committee's focus on the Association's Charitable Aims.

Fortunately, the resignations had the effect of resolving the damaging and stressful situation in line with the members' wishes. However, two experienced former Trustees were elected at the AGM. Also, at the first meeting following the AGM, another experienced former Trustee, was co-opted immediately as a Trustee. These three Trustees are member representatives, replacing the lost experience and ensuring that a strong representation of member interests continued. This action was seen as important because the Association is largely an enabling joint enterprise and it is actually our member groups who deliver the majority of Charitable benefits to the community.

Regrettably, the COVID pandemic seems to have changed local volunteering habits and it was impossible to find volunteers to fill the Booking Secretary and Treasurer roles during the reporting year. This is not a problem which is unique to the Association, many local groups are finding recruitment to be slow. Whilst our own efforts continue, our excellent Secretary, Jenny Lucas has fulfilled these roles (with rare slight assistance from fellow Trustees). An opportunity has arisen through this, and Jenny Lucas has been able to update and strengthen many relevant governance arrangements around hiring, including provision of on-line banking with multiple signatures and visibility to many Trustees.

The rate of renewal within the Hall has eased, with store cupboard floors renewed, the main hall floor resurfaced and a start made on kitchen equipment (a fine new range type cooker). The opportunity was taken to review longer term needs and financial provision has been made to cover the "reasonable worst case" wear and tear liability, which is considered to be replacing the fine sprung wooden floor. We also plan improved provision for hearing impaired people in the Parish Room, a renewal of kitchen surfaces, including safer provision of boiling water and some external refurbishment.

The good news is that user groups, including new hires, are generating activity levels which approach that seen before the pandemic. There is also a renewed engagement with many groups attending Committee Meetings and influencing the Association in other ways.

Finally, I would like to say a particular "Thank You" to my fellow trustees, and particularly to Jenny Lucas, whose steady hand, rational approach, attention to detail and "can-do attitude" has seen the Association through these difficult times, without allowing panic or short-cuts. We all owe her a debt of gratitude for her service.

### **Treasurer's Report**

Our income for the year was £44,667 and our expenditure £19,591. The hire income of £32,677 is nearly back to pre-COVID levels and we applied for further COVID grants from the Government totalling £11,917. Refurbishments were much lower than in the previous year, which has allowed us to end the year with a balance of £56,522, with £25,446 of this is in the Nationwide Deposit Account. This is a healthy position, but we have identified the need to replace the wooden sprung floor in the main hall in the coming years. It is estimated this will be in the region of £30,000.

Our running costs have increased; particularly gas and electricity. However, the increased bookings and Government COVID grants, has allowed the committee to keep rents at the same level for the coming financial year.

During the year we set-up up dual authorisation on-line banking with NatWest known as Bankline. There were some initial teething problems, but this is now working very well. Most people now pay direct to our bank, and this has greatly reduced cash transactions and handling of cheques.

### **Booking Secretary's Report**

In April we had five groups meeting and slowly confidence grew and the Government allowed more indoor events to take place. By September most groups were meeting, some groups wearing masks in line with Government legislation.

Children's and other party celebrations resumed in August and have continued most weekends ever since. The Committee turned down a request for regular use of the Community Centre on a weekend afternoon, to accommodate children's parties. We also obtained bookings from SCC early in the financial year, because their buildings were being renovated.

Abbey Toddlers returned in October with the Zumba Gold group kindly moving to a Thursday to allow the Abbey Toddlers their normal Wednesday slot. A new user, Yeovil Creative Writers started in October, meeting in the Parish Room on a regular basis. The WEA booked two courses in the Parish Room. One before Christmas and one after. Pop-up Play take advantage of the Community Centre during school holidays and has booked several days during the Summer and Spring holidays.

The Baby Clinic moved out in August, because they had been offered premises by SCC. We were also sorry to lose Tai Chi after so many years of being at the Community Centre in November.

The Brympton Parish Council have used a room in the Community Centre as their office since 2010. However, in November they cancelled the arrangement and moved out. This had been a regular source of income during the pandemic, but obviously the Clerk had to work from home during the lockdown, and they saw no reason to return to the office.

The booking procedure was amended and streamlined in October. This, together with ensuring all regular users paid direct to the bank or by cheque has resulted in the Booking Secretary holding very little cash at any time. This would not have been possible without dual authorisation on-line banking.

I took on the role of Booking Secretary in July 2021. Prior to this I had only received complaints about what was not working at the Community Centre in my role as Secretary and a Trustee. It was a welcome change when people hiring the Community Centre, would tell me how lovely and clean it was, and what a lovely venue it was. This has made the extra work of doing this role, so worthwhile.

I would also like to thank our cleaner, who goes in everyday to ensure the Community Centre is clean, particularly during the pandemic with all the extra cleaning this demanded.

Approved by:  .....

Chairman: Peter Seib

Approved by: J.M. Lucas .....

Secretary: Jenny Lucas

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Date: 19 July 2022





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Abbey Community Association

Is it a  
299552

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
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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>					
Hire of Hall and Equipment	32,677	-	-	32,677	8,836
Government Grants (COVID-19)	11,917	-	-	11,917	20,674
Donations	-	-	-	-	-
Fundraising	-	-	-	-	-
Interest	73	-	-	73	74
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>44,667</b>	<b>-</b>	<b>-</b>	<b>44,667</b>	<b>29,584</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>44,667</b>	<b>-</b>	<b>-</b>	<b>44,667</b>	<b>29,584</b>
<b>A3 Payments</b>					
Power, Water, Sewerage, Waste, WiFi, Phone	2,353	-	-	2,353	2,630
Stamps and Stationery	43	-	-	43	23
General Expenses	131	-	-	131	371
Insurance	1,441	-	-	1,441	1,333
Rent and Quarterly Charge	536	-	-	536	536
Licenses and Membership	190	-	-	190	416
Cleaning and Consumables	8,608	-	-	8,608	2,995
Maintenance and Refurbishment	3,916	-	-	3,916	29,134
Accountancy	480	-	-	480	480
Deposit Refunds	1,893	-	-	1,893	-
<b>Sub total</b>	<b>19,591</b>	<b>-</b>	<b>-</b>	<b>19,591</b>	<b>37,918</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>19,591</b>	<b>-</b>	<b>-</b>	<b>19,591</b>	<b>37,918</b>
<b>Net of receipts/(payments)</b>	<b>25,076</b>	<b>-</b>	<b>-</b>	<b>25,076</b>	<b>- 8,334</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>31,446</b>	<b>-</b>	<b>-</b>	<b>31,446</b>	<b>39,780</b>
<b>Cash funds this year end</b>	<b>56,522</b>	<b>-</b>	<b>-</b>	<b>56,522</b>	<b>31,446</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 £
B1 Cash funds	NatWest Current Account	31,075	-	-
	Nationwide Deposit Account	25,447	-	-
	Cash in Hand	-	-	-
	<b>Total cash funds</b>	<b>56,522</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

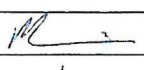
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Land at The Forum Yeovil	Unrestricted	-	-
	Abbey Community Centre	Unrestricted	-	-
	Play Area/Fencing	Unrestricted	-	-
	Bar Equipment	Unrestricted	-	-
	Cleaning Equipment	Unrestricted	-	-
	Tables and Chairs	Unrestricted	-	-
	Kitchen/Catering Equipment	Unrestricted	-	-
	Audio Installation	Unrestricted	-	-
	TV Monitor	Unrestricted	-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Accountancy fees	Unrestricted	492	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	PETER SEIB	8/6/2022
J.M. Lucas	JENNY LUCAS	8/6/2022



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**Independent examiners report to the Trustees of The Abbey Community Association**

I report to the trustees on my examination of the accounts for The Abbey Community Association ("the charity") for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the charity trustees of the charity 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not comply with these records

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.

  
.....

Michelle Ferris BSc (Hons) FCA DChA  
Albert Goodman LLP  
Goodwood House  
Blackbrook Park Avenue  
Taunton  
Somerset  
TA1 2PX

Date 09/08/2022