

THE ABBEY COMMUNITY CENTRE, YEOVIL

Registered Charity No. 299552

The Forum, Yeovil, Somerset BA21 3TL

www.abbeymanorcc.org

Annual Report for Year

1st April 2023 - 31st March 2024

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 11th July 2018
- Typing errors corrected 7th 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
Mrs J M Lucas	Secretary and Minute Secretary/Acting Booking Secretary
Miss A Warr	Treasurer until October 2023
Mrs J M Lucas	Acting Treasurer October 2023 – January 2024
Mrs D Curtis	Trustee and Treasurer from January 2024
Mrs V Brown	
Mrs I Meecham	
Miss E Meecham	Deputy Chair from July 2023
Mr R Jackson	Until December 2023
Mrs P Boocock	

Names of User Group Representatives Serving during the Year

Mrs V Brown	2 nd Preston Brownies
Mrs J Lucas	1 st Preston Guides
Mrs I Meecham	Knit, Stitch and Natter
Miss E Meecham	1 st Preston Brownies

Mrs P Boocock	WRA Keep Fit
Mr R G Brookes	Brympton Golden Oldies
Mr J Welch) Dancers
Ms T Osborne)

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: 4
- Number of representatives of affiliated groups (one per group): 7
- Number of individual members living in the area of benefit (up to 14 under old Constitution): 2
- 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: £2,016,098 - Building. £28,865 - Contents.
- Deeds: Held by Battens Solicitors, Mansion House, 54 Princes Street,
Yeovil BA20 1EQ

Chairman's Report

The sudden passing in December 2023, of founding trustee Richard Jackson, casts a long shadow over this reporting year. Richard had been involved continuously since before the Centre was built and had served as Secretary from 1985 to 2017, more recently taking on the Health and Safety role. Richard is hugely missed.

In September 2023, our Treasurer, Amy Warr resigned. The Committee was very thankful for her accounting experience and her efforts, which included formalising the bookkeeping using FreeAgent software, which integrates with our banking to ensure full reconciliation.

In January 2024 Debs Curtis, an experienced charity trustee and book-keeper, joined the Association to replace Amy as the new Treasurer. Debs has extended the use of FreeAgent to include reporting improvements. The Trustees now have direct day-to-day oversight of funds, transactions and bank reconciliation giving a very high confidence in financial matters.

I am very much indebted to all of the Trustees, who have leaned in as required to cover these transitions and also holidays. Most especially we owe thanks to Jenny Lucas who has covered the Bookings Secretary on top of her role as Secretary to the Association.

Much of the Committee's effort has been "business as usual". At the start of the year Trustees arranged for St John's Ambulance to provide training on resuscitation and on use of the Centre's defibrillator. During the year we re-competed service contracts for utilities and broadband, re-assessed our insurance cover needs, reviewed hire fees, reviewed and updated policies such as Health and Safety, Data Protection and Financial responsibilities and we regularised the Centre's website Domain registration. Fire and Safety Risk Assessments were undertaken and acted upon as appropriate.

The Association made several minor facility improvements such as acquiring trolleys on which to move the tables and arranging re-decoration of both the Hall and the Parish Room. More significant improvements were the installation of CCTV in July, refurbishment of the audio system in December and a substantial refurbishment of the Kitchen completed in February.

We continue to strive to deliver our Charitable Purpose in as many ways as we can. This is well illustrated by the wide range of users. In addition to private hires such as community, wedding and birthday parties (and a regular ballroom dance practice), and one-off business events, the Centre continues to attract various new groups and retains those who have been with us from the opening of the Centre.

Membership remains steady, and the Committee Meetings well attended.

Finally, I would once again like to thank all of the Trustees and other Committee Members who have contributed so selflessly to the Association's efforts during the year.

Treasurer's Report

Our income for the year was £43,918 and our expenditure £42,231. Refurbishment and maintenance were double this year compared to the previous year. Items included installing CCTV, a new hand dryer, cleaning the Parish Room carpet, upgrading the Sound System hardware and the kitchen refurbishment including new flooring.

During this financial year our two-year fixed price contract for gas and electricity came to an end. We are now paying double per kWh and standing charges have also gone up.

We have a Nationwide Deposit account, but we have to give 90 days' notice to gain access to our money. With the higher interest rates it seemed good value to open a Business Reserve Account at NatWest. This gives a small amount of interest and instant access.

We end the year with a bank balance of £59,370 with £41,367 in the Nationwide Deposit Account and £5,010 in the NatWest Business Reserve account. We are in a healthy position. However, the footfall through the doors each week is considerable, and the building takes a lot of wear and tear. We need to ensure that we have sufficient funds to keep the building in good repair. Some of the floor boards in the main hall are deteriorating and replacing such a large-sprung floor will be in excess of £30,000.

Booking Secretary's Report

During the year we lost the Squirrels, the newest members of the Scout Movement and Zumba bookings from the main hall. The National Childbirth Trust had outgrown the Parish Room and moved to larger premises. However, we gained regular bookings in the main hall from Nipper Kicks on a Friday morning and Pilates twice a week. English classes were booked in the Parish Room and Pulse Healthcare booked two blocks of classes. We have had bookings in the Parish Room for meetings from various companies. The Community Centre was used for a polling station in December.

Somerset Skills and Learning were interested in booking the Parish Room for 39 hours per week during the day and evening. However, the hourly rate was very low and it would preclude the local community using the Parish Room during the week. For these reasons the Committee turned the offer down.

The Church groups that meet on Saturday and Sunday morning have increased their hours slightly. Motiv8 Entertainment Group have continued to book bingos with us. Children's parties continue to be popular at the Centre. Several adult parties were also held during the summer months.

We receive a lot of enquiries for the Community Centre at weekends. The block bookings by the churches means that we have to turn away most of these enquiries. The Committee decided that regular weekend bookings should no longer be eligible for the £2.50 per hour discount for regular payment, although we expect payments to be made monthly.

As Booking Secretary I receive many compliments about the Community Centre about how clean, neat and tidy it is. This is due largely to our cleaners, Caroline and Steve Jaques. I would like to thank them for their dedication to the Community Centre and thank them for their efforts over the past year.

Approved by: 

Chairman: Peter Seib

Approved by: 

Secretary: Jenny Lucas

Date: 22nd July 2024

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 2024.

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: 06 August 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Abbey Community Association

No (if any)
299552

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/04/2023		31/03/2024

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 (as restated) to the nearest £
A1 Receipts					
Hire of Hall and Equipment	42,572	-	-	42,572	34,236
Interest	1,346	-	-	1,346	583
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	43,918	-	-	43,918	34,819
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43,918	-	-	43,918	34,819
A3 Payments					
Power, Water, Sewerage,Waste, WiFi, Phone	7,854	-	-	7,854	8,411
Stamps and Stationery	49	-	-	49	-
General Expenses	414	-	-	414	53
Returned deposits	5,940	-	-	5,940	-
Insurance	1,960	-	-	1,960	1,800
Rent and Quarterly Charge	417	-	-	417	536
Licenses and Membership	511	-	-	511	492
Cleaning and Consumables	9,005	-	-	9,005	9,089
Maintenance and Refurbishment	15,559	-	-	15,559	7,057
Accountancy	522	-	-	522	498
Sub total	42,231	-	-	42,231	27,936
A4 Asset and investment purchases. (see table)					
CCTV	2,947	-	-	2,947	2,775
	-	-	-	-	-
Sub total	2,947	-	-	2,947	2,775
Total payments	45,178	-	-	45,178	2,775
Net of receipts/(payments)	(1,260)	-	-	(1,260)	39,322
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	60,630	-	-	60,630	56,522
Cash funds this year end	59,370	-	-	59,370	60,630

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	12,994	-	-
	Nationwide Deposit Account	41,367	-	-
	Natwest Business Reserve Account	5,010	-	-
	Total cash funds	59,370	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK


	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 /CCTV	Unrestricted	-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Deposits held	Unrestricted	-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	JERRY LUCAS	21/7/2024
J.M. Lucas	JERRY LUCAS	21/7/2024