

# HAVELOCK COMMUNITY CENTRE

England & Wales · Charity number 299580

## Details

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Other names	CENTRAL SOUTHSEA COMMUNITY ASSOCIATION, HAVELOCK COMMUNITY ASSOCIATION, HAVELOCK COMMUNITY CENTRE
Status	Registered
Legal form	Other
Registered	1988-07-07
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address 324 Fawcett Road  
Southsea  
Portsmouth  
Hampshire  
England  
PO4 0LQ

Phone 02392295821

Email [manager@havelockcc.co.uk](mailto:manager@havelockcc.co.uk)

Website [www.havelockcc.co.uk](http://www.havelockcc.co.uk)

## Activities

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**Objects:** (A) TO PROMOTE THE BENEFIT OF ALL INHABITANTS OF SOUTHSEA WITHOUT DISCRIMINATION OF GENDER, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINION BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND THE LOCAL AUTHORITIES, VOLUNTEERING 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. (B) TO SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE AND TO MAINTAIN AND MANAGE THE SAME, WHETHER ALONE OR IN CO-OPERATING WITH THE LOCAL AUTHORITY) IN FURTHERANCE OF THESE OBJECTS.(C) TO PROMOTE SUCH OTHER CHARITABLE PURPOSE AS FROM TIME TO TIME MAYBE DETERMINED.

**Activities:** AS SHOWN AT A11

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Religious Activities, Arts/culture/heritage/science, Amateur Sport, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

## Geography

- **Area of benefit:** SOUTHSEA
- Portsmouth City

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£89,088	£75,952	-	-
2024-03-31	£52,158	£63,095	-	-
2023-03-31	£78,559	£73,073	-	-
2022-03-31	£53,355	£37,991	-	-
2021-03-31	£31,394	£25,481	-	-

## Trustees

Name	Role	Appointed
Dave Jones		2025-05-12
Jennie Brent		2023-11-29
Juanita Cary		2023-11-29
Kevin Rough		2023-11-29
Shirley Mundy		2023-11-29
Wendy Heyes		2023-11-29

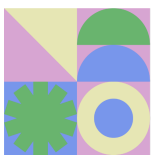
**HAVELOCK COMMUNITY CENTRE**

England & Wales - Charity number 299580

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# Accounts

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# Havelock Community Centres Annual Report

For the financial year 1 April 2024 - 31 March 2025

Location: Havelock Community Centre, 324 Fawcett Road, Southsea, PO4 0LQ

Date of AGM: Monday 24th November 2025

Time: 6pm

Charity Number: 299580

## Centre Report

Havelock Community Centre presents their Annual Report and Financial Statements for the year ended 31 March 2025. This report is prepared in accordance with the Charities Act 2011 and the charity's governing document.

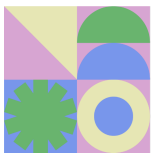
Havelock Community Centre is a welcoming and well-established centre that continues to serve the residents of Portsmouth and Southsea, UK by providing affordable, inclusive community space and delivering a diverse range of activities that support wellbeing, community and social events, and lifelong learning.

Havelock Community Centre was established in 1988 with the goal of creating a dedicated space where residents could gather, participate in community driven initiatives and access essential services. Over the years, Havelock Community Centre has expanded its offerings to cater to the ever evolving needs of the community. Today the centre stands as a well loved and integral part of the community, right in the heart of Southsea.

Havelock Community Centre exists to provide facilities, activities, and support that benefit the local community. The trustees confirm that they have complied with the Charity Commission's guidance on public benefit. Facilities include:

- Main Hall: A large and versatile space suitable for meetings, events, classes, and social gatherings. The hall is often used for dance, exercise classes, parties, and public meetings.
- Small, Large and Garden rooms: Smaller rooms that can be rented for workshops, support groups, and classes, offering an intimate environment for focused learning or discussion or gatherings.
- Kitchen Facilities: Available for use during events or group gatherings, providing a space for catering and meal preparation.
- Outdoor Area: The centre is also home to a garden that can be used with the hire of the adjoining rooms, it is also used for seasonal and community events, adding to the appeal of the venue for family-oriented activities.

The centre's facilities are designed to be accessible to all members of the community, including those with mobility challenges, ensuring that the services offered are available to everyone, regardless of age or physical ability.



Throughout 2024-2025, the Centre delivered a wide range of community-focused activities and services such as:

## Stay & Play Sessions - Funded by Tesco Stronger Starts

Thanks to £5000 funding from Tesco Stronger Starts, we delivered free Stay & Play sessions during school holidays for children aged 4-8. These included crafts, engaging activities, and a healthy snack. These sessions were very well received and provided a much-needed affordable family activity.

## Craft Club at Havelock - Partnership Foundation

Our weekly Wednesday morning Craft Club started from the funding by the Partnership Foundation and offered free craft activities, social interaction, and a warm drink. This group has become a friendly and creative community space, and even contributed handmade decorations and crafts for themes at the centre such as Christmas. This programme grew from our Monday Warm Hearts initiative and continues to help reduce loneliness and isolation.

## Warm Hearts Social Group - HIWCF

For winter 2024-2025, we received £317.62 from HIWCF to support gas and electricity costs, ensuring our Warm Hearts Social Group, run entirely by Havelock volunteers, could continue throughout the colder months. A place for people to keep warm, have a warm drink and company.

## Southern Water Winter Support & Christmas Event

Southern Water generously provided £1,000 towards our winter utility costs, helping to keep the centre warm and operational. Their team also delivered a delightful community Christmas party, which was a highlight of the season.

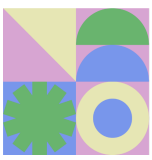
## Magic Little Grants - Garden Improvements

Funding from Magic Little Grants in 23/24 allowed us to purchase items to maintain and enhance our community garden, keeping the outdoor space attractive and welcoming.

## Groundwork UK - Energy Efficiency Improvements

We secured funding through Groundwork UK which enabled CBS to install LED lighting across the building, supporting our long-term energy-saving goals following an earlier energy scheme questionnaire.

A new Centre Manager joined in May 2024 and has since introduced improvements that were made behind the scenes to customer interaction, administrative processes, and day to day office procedures. Whilst plans started for building connections with the wider community to support Havelock's growth and community focus.



In recognition of the hard work, dedication, and long standing service that Ken and Jenny Bennett have contributed to the centre since its earliest days, the Trustees proudly renamed the Main Hall to The Bennett Hall. This renaming stands as a permanent acknowledgement of their invaluable contribution to Havelock's past, present, and future.

## New Initiatives and Community Partnerships

### The Hygiene Bank Portsmouth

This year we launched The Hygiene Bank Portsmouth, operating directly from Havelock as its local hub. This initiative enables us to provide essential hygiene products not only to individuals and families accessing the centre but also to our growing network of community partners across Portsmouth. This work ensures dignity, wellbeing, and support for those experiencing hygiene poverty.

We continued our strong working relationship with Hive Portsmouth, collaborating on several community focused projects. This included supporting volunteer recruitment and hosting a uniform drop off point at Havelock that enables Hive to redistribute school uniform throughout the city to families in need.

## Fundraising & Income

In addition to grants, the centre generated income from: Room hire, Table top sales, Havelock-run trips, Raffle sales, Donations and memberships. Our Havelock run community trips remained popular and well supported, helping to bring people together and reduce social isolation. More trips are planned for the coming year, strengthening our commitment to affordable, inclusive community activities.

The centre continues to grow in popularity and community value, with 169 active members for 2024 membership. Membership growth demonstrates increasing local engagement and support for Havelock's work.

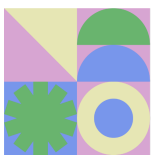
## Strategic Planning

The committee worked closely together during the year to consider the future of Havelock. One key area explored was developing a partnership with the University of Portsmouth to support an MBA course using Havelock as a case study, demonstrating exciting new potential for ideas and business planning at Havelock. With the light of this starting in June 2025.

We also trialled new initiatives, including hiring space to "The Fish Guy". Although this specific venture did not continue due to low footfall, it helped spark new ideas for future income opportunities and partnerships.

## Building Maintenance

During the year, the hall floor sustained damage requiring immediate repair. This incident prompted the committee to begin planning a full floor replacement and to explore funding options for the coming year.



## Financial Review

- Total income: **£89,088.43**
- Total expenditure: **£75,952.47**

The trustees consider the year's financial position to be stable, supported by successful grant applications and a range of community-funded activities. The priority for the coming year is to further strengthen income streams and secure funding for key building improvements.

The charity aims to hold at least 3-6 months of core operating costs in unrestricted reserves. This ensures financial stability, supports continuity of services, and enables the charity to respond to unexpected expenditure such as building repairs.

## Risk Management

The trustees have reviewed major risks and put measures in place to mitigate them:

- Rising utility and building costs - sought winter funding, invested in LED lighting, ongoing monitoring.
- Reliance on variable room hire and activity income - exploring new hires/partnerships.
- Building condition and ageing infrastructure - planning for full hall floor replacement and future building works.
- Volunteer capacity - improving communication, support, and engagement with volunteers.

## Trustees

Havelock Community Centre is governed by its constitution. The Trustee Committee meets bi monthly to oversee the charity's direction. New trustees are appointed in accordance with the governing document and receive a full induction.

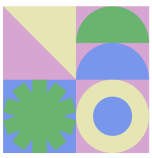
Day to day operations are managed by the Centre Manager with support from 3 other paid staff members and a group of volunteers.

Trustees who served during April 2024- March 2025:

- Kevin Rough, Chair
- Nita Cary, Vice Chair
- Wendy Heyes, Treasurer
- Trustees: Shirley Mundy, Belinda Locke, Jenny Bennett, Jennie Brent

The trustees are responsible for preparing the Annual Report and Financial Statements in accordance with the Charities Act 2011, maintaining proper financial records, safeguarding assets, and ensuring compliance with the governing document.

The financial statements are subject to independent examination by Salina Ali in accordance with the Charities Act 2011.



**Havelock**  
Community Centre

This report was approved by the Board of Trustees on 10th November 2025 and signed on its behalf by:

*KRough*

KRough, Chair of Trustees

The Trustees and the Havelock team would like to express our continued thanks to everyone who uses, supports, and contributes to the thriving life of the centre. From our community groups, partners, and volunteers, to the dedicated Havelock staff and Trustees your commitment and involvement make Havelock the warm, welcoming, and impactful place it is today.



**Havelock Community Centre**  
**Income & Expenditure - Year Ended 31st March 2024**

Year to 31st March 2023 Actual	Year to 31st March 2024 Actual
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Unrestricted		Unrestricted		Notes
Income	Expenditure	Income	Expenditure	
£	£	£	£	

*Brought-forward:*

*Centre Trip & Coronation Party Losses*

*Community Centre Costs:*

*Utilities*

*PCC*

*Cleaning, Refuse Collection & Maintenance*

*Insurance*

*Alarm System Maintenance*

*Staff Costs*

*Telephone*

*Website*

*Fees & Subscriptions*

*Stationery & Sundry Office Costs*

*Card Machine Commission*

*Card Machine- Square*

*Capital Expenditure - Laptops & Accessories*

	48284.46	0.00		
		1248.87		[1]
		0.00	3168.80	[4]
		0.00	3261.61	[5]
		0.00	5757.89	[6]
		1023.96		
		240.00		
		0.00	35289.83	[7]
		1183.57		
		1344.48		[8]
		803.75		
		0.00	7847.44	[9]
		20.83		
			631.26	
		1109.36		
	<b>48284.46</b>	<b>6974.82</b>	<b>962.68</b>	<b>55325.57</b>

	Unrestricted Funds	Restricted Funds	Total Funds	Notes
	£	£	£	
<i>Total Income for the Period</i>	962.68	22213.42	89088.43	
<i>Total Expenditure for the Period</i>	55325.57	20034.39	75952.47	
<i>Net Receipts for the Period</i>	-54362.89	2179.03	13135.96	[10]
<i>Accumulated Funds brought-forward</i>				
<i>Balance carried-forward</i>		6335.13	<b>13135.96</b>	
<b>Represented by:</b>				
<i>Bank Current Account</i>			18364.00	
<i>Bank Deposit Account</i>			35440.40	

Cash-in-Hand

		53804.40	

**Havelock Community Centre  
Income & Expenditure - Year Ended 31st March 2024**

**Notes:**

**[1] Restricted Income & Expenditure:**

*Centre Trips:  
Savill Gardens  
Milletts Falconery  
PCC Flooring Grant [Building Repairs]  
Coronation Party*

<b>Income</b>	<b>Restricted Expenditure</b>	<b>Actual Expenditure</b>	<b>Balance Charged to Community Centre</b>
£	£	£	£
			0.00







**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

*Havelock Community Centre*

**On accounts for the year  
ended**

31<sup>st</sup> March 2025

**Charity no  
(if any)**

299580

**Set out on pages**

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 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 (other than that disclosed below) 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:**

29/01/2026

**Name:**

Salina Ali

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

FCCA

**Address:**

University of Portsmouth

Richmond Building  
Portland Street  
Portsmouth  
PO1 2DE

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.**

No items of concern to disclose.

**HAVELOCK COMMUNITY CENTRE**

England & Wales - Charity number 299580

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# Accounts

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## **Annual General Meeting Report for Havelock Community Centre**

Registered Charity: 299580

**Location:** Havelock Community Centre, 324 Fawcett Road, Southsea, PO40LQ

**Date of AGM:** Wednesday 27<sup>th</sup> November 2024

**Time:** 7pm

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### **Centre Report**

Havelock Community Centre is a vibrant and well-established community space located in Southsea, Portsmouth, UK. Serving as a focal point for local residents, the centre offers a wide range of services and programs designed to support and enrich the lives of individuals from all walks of life. The centre plays a key role in fostering community spirit, providing a safe and accessible environment for a diverse range of activities, including educational programs, social events, and recreational opportunities.

#### **History and Establishment**

Havelock Community Centre was established in 1988 with the goal of creating a dedicated space where local residents could gather, participate in community-driven initiatives, and access essential services. The centre is situated in the heart of Southsea, a residential area within the city of Portsmouth. The area is known for its vibrant mix of cultural, historical, and recreational offerings, making it a prime location for a community hub.

Over the years, Havelock Community Centre has expanded its offerings to cater to the evolving needs of the community. Today, the centre stands as a well-loved and integral part of Southsea, continuously adapting to meet the demands of a diverse and changing population while

#### **Facilities and Services**

Havelock Community Centre boasts a range of facilities designed to accommodate various community activities. These include:

- Main Hall: A large and versatile space suitable for meetings, events, classes, and social gatherings. The hall is often used for dance, exercise classes, parties, and public meetings.

-Small, Large and Garden rooms: Smaller rooms that can be rented for workshops, support groups, and classes, offering an intimate environment for focused learning or discussion or gatherings.

- Kitchen Facilities: Available for use during events or group gatherings, providing a space for catering and meal preparation.

- Outdoor Area: The centre is also home to a garden that can be used with the hire of the adjoining rooms, it is also used for seasonal and community events, adding to the appeal of the venue for family-oriented activities.

The centre's facilities are designed to be accessible to all members of the community, including those with mobility challenges, ensuring that the services offered are available to everyone, regardless of age or physical ability.

## **Year in Review**

In April the Centre manager who had joined us during covid left due to personal reasons, recruitment started for a replacement, someone who would help expand the offerings and community involvement of the centre. Several new groups started including Lunchtime Yoga, Magical Maths and Slow sew. We also hosted the Art Demonstration - Coping with a stroke.

May saw the introduction of more new groups, Belly dancing and meditation and the Multicultural Coffee break. A fabulous Coronation Party was held and enjoyed by 80 members and was also attended by the Lord Mayor and the Lady Mayoress and Stephen Morgan. We were lucky enough to be given some flowers by Tesco to improve the garden area.

In June we appointed a new centre manager and organised a trip to Saville gardens in Windsor which was very successful. The Fawcett Road Green Group worked in partnership with the centre and held a community planting event. New groups started including Pilates, Move with Grace and the Tinnitus Support Group.

We appointed a new cleaner in July and saw a rise in the amount of party booking in the centre and we continued to look for new volunteers.

The very successful trip to Millets Wildside Falconry took place in August. A new antenatal class started.

The first Table top sale was held on 9th September, this is good to raise the profile of the centre to people who may have never been here before and also to help members sell their items whether having a clear out at home or selling homemade crafts. This was well attended. Several new groups started including Little Kickers and Humming Bee Yoga. As part of the 'Look Up Portsmouth' event we were selected to have a mural painted on the side of our building, this can be seen if you go into the car park. Warm hearts and Grannies and toddlers returned after the summer break and Char over Chai held their macmillan coffee morning.

October saw the centre being used more and more for parties.

In November we had to shut the centre when the new flooring, for which we had received a grant for, was laid in the lobby and the large and small room. This has made a huge difference to the cleanliness of the building making it easier to clear up after groups and parties.

In December we held the next Table Top which also included a visit from Santa with free activities for children. The hygiene bank started with a donation of toiletries from Morrisons and Warm Hearts held their Christmas party for 25 members of the Warm Hearts group, the dinner was cooked by some of the trustees along with Suzy Horton.

Membership payments were due in January, and currently we have 169 members. A new children's french group started. We entered the Tesco Stronger Starts scheme, which could get us £1000 to spend on a stay and play group in the school holidays.

February saw the sad passing of Kenneth Bennet, Ken, along with his wife Jenny was instrumental in setting up the campaigning and setting up the centre to the building it is now. In recognition of this we are renaming the hall upstairs 'The Bennett Hall'. Once again we were advertising for a new centre manager.

We held our Table top and Easter Egg Hunt in March, children were sent on a treasure hunt around the centre and were rewarded with an easter egg kindly donated by GWR Fratton and books donated by Bookmark.

## **Future Plans**

Havelock Community Centre is committed to evolving alongside the needs of the Southsea community. Looking ahead, the centre aims to:

- Expand its Program Offerings: This includes introducing new classes and activities to reflect the interests and needs of the local population.
- Improve the look and feel of the Centre: Planning has commenced for areas to be fixed or replaced, such as the astro turf and the main hall floor. With additional plans for the entrance to the community centre and the refresh of decoration around the centre.
- Strengthen Community Partnerships: Building stronger relationships with local businesses, schools, and charitable organisations to ensure that the centre remains an invaluable resource for Southsea. Supporting the centre with Hygiene by being the hub for The Hygiene Bank Portsmouth.
- Sustainability: The centre will continue its efforts to become more environmentally sustainable, implementing green practices where possible, such as reducing energy consumption, providing more outdoor living plants, increasing recycling initiatives, and incorporating sustainability into its programming.

**Volunteer Support:** Havelock Community Centre actively encourages volunteer participation, offering residents a chance to get involved in the running of the centre, help organise events, or assist in running Havelock Groups. There's a range of volunteer opportunities available to all and aimed at empowering local people, creating a sense of ownership and pride in the community, and supporting local projects and initiatives.

**Financial Report:**

All the income to run the centre is generated through room hire for either regular groups or private bookings, we had an increase in the amount made in this to £46797.05, over £3000 more than the previous year. The largest cost remains salary for 4 staff, The centre manager, two centre admin assistants and one cleaner. We received grants of £500 from Magic Little gardens, £2595.50 for warm Hearts and £500 for the Express your self project. Fundraising generated £2103.00. Total unrestricted income was £52157.68. A full report is available if required.

Havelock Community Centre remains a vital and thriving part of Southsea. Through its diverse range of programs, welcoming atmosphere, and commitment to meeting the needs of its community, the centre continues to make a meaningful impact on the lives of local residents. As it moves forward, Havelock Community Centre will undoubtedly continue to adapt and grow, ensuring that it remains a central hub for all those in Southsea who seek connection, support, and engagement.

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**Followed by an Informal Meeting:**

Group Reports  
Questions and Matters from Floor  
Coffee, Tea and Cake

**Havelock Community Centre**  
**Income & Expenditure - Year Ended 31st March 2024**

	Year to 31st March 2023 Actual		Year to 31st March 2024 Actual	
	Restricted		Restricted	
	Income	Expenditure	Income	Expenditure
	£	£	£	£
Key Deposits	10630	10755	15404.00	15056.00
Community Projects:				
Grants & Donations	800	6083		
Social Events	418	956		
Fawcett Road Greening	1000	1000	5206.00	3018.82
Warm Hearts	1044	977	2595.50	1508.18
PCC Flooring Grant	10546	0	-1675.48	8870.52
Magic Little Garden			500.00	0.00
Coronation Party	500	166	164.00	498.00
Express Yourself Project			500.00	0.00
Centre Trips:				
All Trips	4931	5840		
Savill Gardens	280	0	1370.00	1650.00
Milletts Falconery			600.10	600.10
Waverley Paddle Steamer			0.00	0.00
	<b>30149</b>	<b>25777</b>	<b>24664.12</b>	<b>31201.62</b>

	Unrestricted		Unrestricted	
	Income	Expenditure	Income	Expenditure
	£	£	£	£
Room Hire	44528		46797.05	
Fundraising	2088	227	2103.46	374.74
Other Sundry Income:				
Membership Subscriptions	755		800.00	
Membership Group Events	842		1769.76	48.59
Portsmouth Lottery	104		73.00	
Deposit Account Interest	71		457.41	
Parking Scratchcards	22		-11.50	
Other Sundry Income:	0		168.50	
Carried-forward:	<b>48410</b>	<b>227</b>	<b>52157.68</b>	<b>423.33</b>

Income & Expenditure - Year Ended 31st March 2024

	Year to 31st March 2023 Actual		Year to 31st March 2024 Actual	
	Unrestricted		Unrestricted	
	Income	Expenditure	Income	Expenditure
	£	£	£	£
	48410	227	52157.68	423.33
Brought-forward:				
Centre Trip & Coronation Party Losses		0		1248.87
Community Centre Costs:				
Heating & Lighting		3861		7413.54
Rates, Water and Insurance		1281		1237.95
Cleaning, Refuse Collection & Maintenance		6060		7240.69
Insurance		953		1023.96
Alarm System Maintenance		774		240.00
Staff Costs		31195		38610.13
Telephone		982		1183.57
Website		374		1344.48
Fees & Subscriptions		391		803.75
Stationery & Sundry Office Costs		1134		1194.50
Card Machine Commission		0		20.83
Capital Expenditure - Laptops & Accessories		0		1109.36
	<b>48410</b>	<b>47232</b>	<b>52157.68</b>	<b>63094.96</b>

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Total Income for the Period	52157.68	24664.12	76821.80
Total Expenditure for the Period	63094.96	31201.62	94296.58
Net Receipts for the Period	-10937.28	-6537.50	-17474.78
Accumulated Funds brought-forward			56822.96
Balance carried-forward			<b>39348.18</b>
<b>Represented by:</b>			
Bank Current Account			3883.25
Bank Deposit Account			34590.53
Cash-in-Hand			874.40
			<b>39348.18</b>

Notes:

[1] Restricted Income & Expenditure:

	Income	Restricted Expenditure	Actual Expenditure	Balance to Commu
	£	£	£	£
Centre Trips:				
Savill Gardens	1650.00	1650.00	1844.50	194
Millets Falconery	600.10	600.10	911.10	311
PCC Flooring Grant [Building Repairs]	8870.52	8870.52	11078.18	220
Coronation Party	498.00	498.00	1241.37	743
				<u>3456</u>

Allocated:	£
Building Repairs	2207.66
Event Losses	1248.87
	<u>3456.53</u>

[2] Fundraising:

	£	£
Table Top	905.56	57.19
Christmas Fayre	1075.90	317.55
Easter Raffle	122.00	0.00
	<u>2103.46</u>	<u>374.74</u>

[3] Membership Group Events:

Saturday Activities	1367.76	0.00
Kurling	402.00	0.00
Bingo	0.00	48.59
	<u>1769.76</u>	<u>48.59</u>

[4] Heating & Lighting:

Crown Gas & Power	2494.08
Southern Electric	3935.61
PCC - Solar Energy	983.85
	<u>7413.54</u>

[5] Rates, Water and Insurance:

Non-Domestic Rates	242.02
Water	995.93
	<u>1237.95</u>

[6] Cleaning, Refuse Collection & Maintenance:

Waste Removal	2216.72
PHS	1250.14
Window Cleaning	349.33
Cleaning Materials	621.76
Building Maintenance & Repairs	2282.66
Building Sundries	440.89
Garden Maintenance	79.19
	<u>7240.69</u>

[7] Staff Costs:

Salaries	34078.33
Employer's PAYE & NIC	3278.91

Pension Contributions	424.44
Staff Training	179.97
Payroll Services	648.48
	<u>38610.13</u>

**[8] Website:**

Includes Cost of Website Re-Design	875.00
------------------------------------	--------

**[9] Office Costs:**

Stationery	615.43
Computer Maintenance	54.00
Sundries	525.07
	<u>1194.50</u>

**[10] Restricted Net Income - End of Year Balances to Carry-Forward:**

Fawcett Road Greening	2187.18
Warm Hearts	1154.27
Magic Little Grants	500.00
Express Yourself	500.00
	<u>4341.45</u>

Notes

[1]

[1]

[1]

[1]

Notes

[2]

[3]

Notes

[1]

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Notes

[10]

Charged nity Centre
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7.66
1.37
6.53



Section A

Independent Examiner's Report

Report to the trustees

Charity Name: HAVELOCK COMMUNITY CENTRE

On accounts for the year ended

MARCH 2024

Charity no (if any)

299580

Set out on pages

(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 DD / MM / YYYY.

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:

[Signature]

Date:

6/12/24

Name:

CATHERINE HELENA COLE

Relevant professional qualification(s) or body

ACCOUNTANTS
CHARTERED INSTITUTE OF MANAGEMENT

**HAVELOCK COMMUNITY CENTRE**

England & Wales - Charity number 299580

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# Accounts

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# Havelock Community Centre




## Annual Report and Financial Statements For the year ended 31 March 2023

Charity Number: 299580



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## **Appendices**

1	Accounts for the Year ended 31 <sup>st</sup> March 2023 CC16A and Independent Examiners Report/Certificate
2	Reserves as at 31 <sup>st</sup> March 2023

## FOREWORD

**Vision:** *Our vision is for Havelock Community Centre to be the heart of our local community, providing a sustainable, secure, culturally diverse and accessible space that is valued and supported by the people living in and visiting Southsea. We will promote, enable and facilitate varied and inclusive activities, which embrace and address the education, training, employment, welfare, health, social, cultural and recreational needs of the local community.*

Since April 2022 we have started to organise more events than were possible over the period of the pandemic. We were fortunate in obtaining funding of £500 from The Partnership Foundation which enabled us to organise a Queen's Jubilee Party in June 2022 which was greatly appreciated, especially by people who might otherwise have spent the day alone. Our trips in 2022 included the Mayflower Theatre to see The Lion King, a visit to Chichester and the Theatre for a musical and the Watercress Line 50's and 60's event. This year we have had successful trips to Savill Gardens & Runnymede Boat Trip and to Millets Wildside and Falconry Attraction in Abingdon. These trips continue to be popular but increasing travel costs mean that future trips will need to be carefully considered and budgeted for. However they will remain an important way for people, especially older members, to socialise and enjoy outings at a reasonable cost.

We are always mindful that we should respond to the changing needs of our local community. We were successful in obtaining funding from the Arnold Clark Community Fund which enabled us to provide weekly coffee mornings from May 2022 to October 2022 for the large number of Ukrainian refugees in the city. Each week, up to 20 refugees from small children to grandmothers, attended the group with different Ukrainian guests coming and going as they established their own friendship groups outside the Centre. We were also supported by the Morrisons and Tesco Community Champions who provided tea, coffee, biscuits and toiletries. In August 2022, for the Ukrainian National Independence Day, we held a party attended by over 40 Ukrainians and their Southsea hosts as well as the local MP and a local councillor. Although the coffee mornings have ceased, several members of our Ukrainian community continue to hire the Centre for celebration events.

In October 2022 and again in 2023 we participated in the Portsmouth 60+ Festival by offering free classes to new centre users and had more entries in the Festival Handbook than any other local organisation resulting in an increase in the number of local people visiting us for the first time. We also had an article published in the local Pompey Pensioners magazine highlighting our facilities and this was followed up with an article about the opening of the Centre in 1988 by the Princess Royal.

We have also worked in partnership with other organisations and groups, such as Fawcett Road Greening Group, and in October 2022 with the aid of our joint Jubilee Neighbourhood Grant we were able to facilitate a planting session and exhibition. The problem of plants "disappearing" has subsided as the beautiful plants in the 2 wooden planters and the self-seeding marigolds have become established, providing a more welcoming entrance than the previous stark appearance as well as contributing to a greener city.

We also held a very successful family Halloween event in October 2022 with lots of new members joining and our 2022 Christmas Fair was a huge success in terms of fundraising and also providing free activities for children, musical and written word entertainment for the adults and the local school choir. Following on from the success of our 2022 events, in May 2023 we held a Coronation Party, brilliantly organised by our Centre Manager, and attended by 50 adults, 20 children and 15 volunteers as well as the Lord Mayor & Lady Mayoress, several councillors and our local MP. The survey comments from people attending were all positive - "*Great food, great entertainment and great atmosphere*" "*Absolutely brilliant afternoon*", Again we received £500 from The Partnership Foundation which enabled us to keep the admission cost affordable and attracted new visitors to the Centre who could only afford to attend because the ticket price was subsidised.

In common with so many Community Centres throughout the country, we no longer receive revenue support from the local council. We do however receive welcome advice, assistance and training from the Portsmouth City Council (PCC) community projects officer and Action Hampshire and we hope this will continue. PCC also maintain the fabric of the building under the Service Level

Agreement and in 2022 provided a new lift to the upstairs hall. As many groups need regular access via the lift, (for example parents with buggies, fitness classes with equipment, disabled centre users) it is essential that the lift works reliably. After a few early difficulties with the lift's operation, it now seems to be working properly.

In 2022/23 with the support of local councillors, we received a substantial grant from Portsmouth City Council which covered the greater part of the costs of replacing the old, worn, grubby carpets with hard-wearing vinyl flooring throughout most of the downstairs areas. This work was completed in October 2023 and has received positive feedback from Centre users

Now that so many local church halls and other organisations provide or accommodate the services traditionally only available at Community Centres, it is essential that we continue to provide relevant, affordable, up-to-date facilities for local residents. New groups will come and go as the need arises but at the core of our Community Centre are the groups which have been in existence over many years and whose volunteers and members continue to be the life and soul of our Association (Annual Group Reports are available at the AGM and from the office on request).

The Trustees are determined to provide clean, modern facilities which are fit for purpose but most of all we are committed to being a warm and friendly centre with a caring atmosphere which welcomes everyone and we are extremely grateful to the hard work and dedication of all our staff and volunteers who enable us to achieve this. We have always had a small group of volunteers but we need to encourage more volunteers to help with one-off events, assist with nurturing new groups and enabling them to become self-sufficient and to improve and maintain a positive social media and internet presence. Our current hard-working staff do not currently have the capacity, working alone, to undertake these essential additional duties.

Signed: *Terry Hall* Theresa Hall

(Secretary/Trustee)



29th November 2023

## LOOKING AHEAD

Prior to 2020 the number of visits to the Centre was in excess of 35,000 per annum and until very recently the post-pandemic numbers were increasing towards previous levels but the recent economic uncertainty has meant that some classes and groups are struggling to maintain viability. We have responded to the cost-of-living crisis being experienced by some Southsea residents by introducing new sessions as part of our Cold Hands; Warm Hearts project which started at the end of October 2022 and is continuing to this day through generous successful funding and grant bids for support the project.

We hope to expand on this idea and have been successful in acquiring funding to be able to host low or no-cost family-friendly events at a time when so many young families are experiencing such financial difficulties. This will allow us to provide our new project, Stay and Play sessions, which has been made possible by a further £500 grant from the Partnership Foundation, we will shortly begin the planning of this provision set to run across Easter and May school holidays.

We would like to build on the services we provide to the community and this will become an integral part of our long-term development plan. We want to ensure we are working to advocate and provide for the variety of needs across Southsea. We are currently exploring what options we have with this and what ideas the community would like us to prioritise going forward through user surveys to allow us to fully fulfil our vision for the centre.

This year we have reviewed our terms of reference for section groups of the centre to take these valuable volunteer-led not-for-profit groups in the centre and not only ensure their long term viability

but to be able to work with the group leaders to help them obtain the resources they might need to allow the group to continue to thrive. We have made the guidelines clearer to also be able to have new qualifying section groups join us at the centre and strengthen these provisions.

We have recently held several Table Top Sales which have provided lots of bargains for local residents and are building this into our 2024 calendar of events. Currently we are busy preparing for our popular Christmas Fair which will provide free children's activities, face-painting and a visitor from the North Pole so that families can enjoy a few hours' fun at no cost, host a variety of small businesses and stalls made possible by the generous donation of our users.

We have had some amazing support from local businesses to make this event special and this will be another integral part of the plan for the community centre's long term success. We want to build on our partnerships across the city and work with all the innovative local businesses to find solutions to the community needs. Our current new year project in progress is looking at hygiene poverty and working with some generous businesses to hopefully be able to offer products to those in our community in need.

Although we have been successful over the last two years in obtaining grants for projects and capital expenditure, this has been on a somewhat scattergun approach with grants applied for as and when they crop up. In the future we need to have a more planned approach since, although we are able to afford to purchase small items such as new laptops, we need to consider how to finance more expensive items which cannot be funded from our regular sources of income or small grants.

With this in mind we are moving forward with a development plan which will tell us:-

"Where we are, where we want to be and how we will get there".



## **Business Development Plan**

We will be conducting surveys amongst users and non-users to find out what people want from the Centre, and the staff and Trustees are holding a brainstorming session early in the new year to work out our priorities. The Portsmouth City Council Leader arranged for us to have a high-level energy survey carried out which fed into our Environmental Sustainability Policy. This provided suggestions for energy savings measures but these are likely to be very expensive and will need to be funded by outside sources and grants.

Other capital items that we need to consider in the medium term are items of expenditure not included in our Service Level Agreement with the Council, for example, replacement flooring in the large hall (latest estimate £10,750), redecoration throughout, garden improvements and any other suggestions that the surveys may indicate are needed. A refurbished flat-screen Wi-Fi enabled TV would enhance our centre's conferencing and meeting facilities. The addition of this equipment could provide numerous benefits including hosting movie nights and other engaging activities.

Our current website is not well-maintained and is very out-dated compared with similar organisations. We are now investing in a newly designed website and will need to ensure that it is efficiently and regularly updated and that it can display additional information such as room and hall availability. We now have a more efficient system of booking rooms and invoicing which should save many hours of staff time.

The Business Development Plan will need a lot of input from Trustees, staff, volunteers and residents but we hope that it will provide a sense of direction and strategic vision for the future as well as assisting us in targeting our funding bids in a more co-ordinated way so that Havelock Community Centre can be a place we can all be proud of.

## 1. The Community Centre: where we are and what space we offer.

Havelock Community Centre is well served by public transport and close to the bustling Albert Road Shopping Area in Southsea. The Centre has a large upstairs hall, 3 downstairs rooms, 2 of which have access to a beautiful, enclosed garden. The centre is available from 7am to 11pm, seven days a week, all year round and the office is staffed Monday to Friday between 9am and 1pm.

Address: 324 Fawcett Road, Southsea, PO4 0LQ

Telephone Number: 02392 295821

Email address: office@havelockcc.co.uk

Registered Charity Number: 299580

Bankers: Barclays

## 2. Havelock Community Centre Activities

The Centre has been used extensively during the year by a whole range of organisations and people. The Association has two core activities:

- To provide affordable space for organisations providing services to the local community enabling them to operate from the heart of the community they serve
- To provide facilities and activities for local people to promote wellbeing and inclusiveness

We have a number of member groups (Sections - see below) and not-for-profit, community-led groups including:-

Havelock Howler's Singing Group

Chat over Chai

Ian's Guitar Lessons

Grannies & Toddlers

Connors Toy Library

Narcotics Anonymous

Alcoholics Anonymous

Cold Hands Warm Hearts

Autism Hampshire

Shift Creative

An up-to-date listing of all activities and events can be found at [www.havelockcc.co.uk](http://www.havelockcc.co.uk)

### Community Centre Run Group:

Cold Hands:Warm Hearts Report

We provide twice-weekly free sessions where people can come into the warm space provided in our Garden room and stay for as long as they wish, enjoy free tea, coffee and cake refreshments and one another's company. Table games and jigsaws are proving popular. We initially received almost £1000 in funding from ASDA Foundation which covered our costs until March 2023 when we intended that the sessions should cease. The project was intended to support people who were having to make difficult choices as to whether to eat or to heat their homes over the winter. However there was a continuing demand for the project to carry on and further funding from the McCarthy Stone Foundation and Portsmouth Community Lottery has enabled this to happen with just a short summer break. We have been heartened by the numbers of new volunteers who have stepped

forward to help with this project. As a Centre with the Community at its heart we will continue to do all we can to meet the needs of our local residents throughout the cost-of-living crisis and beyond.

### Sections:

We have 3 regular Section groups: Kurling Club, Bingo, and Indoor Games and Activities (age 50+).

Many of the members of these groups also volunteer at the Centre and, although not the main objective of the groups, their income has proved a valuable contribution to the running of the centre. Individual reports on the Sections follow.

## SECTIONS

### Indoor Games and Activities (age 50+)

Saturday Morning 10:00-12:00

#### ANNUAL REPORT FOR 2022-23

This group was started by Ken and Jenny Bennett on 21 June 2014. In the last eight years the group has grown and now has 17 regular members. The average attendance during the 46 weeks has been 10 members per session.

Members have the use of 3 Pool Tables, 2 Table Tennis Tables and 1 Dart Board. There are also some table-top games and puzzles.

Many of the members have said that they thoroughly enjoy attending the group and it is something they look forward to.

The group members give a warm and friendly welcome to all. It is open to new members.

The weekly subscriptions are £3.00 per person which includes all of the games plus Tea or Coffee and biscuits at the break.

	£
Brought forward from 2021-22	189.73
Income (Subs at £3.00)	1196.00
Expenditure (Refreshments)	-119.08
Rent Donations Paid to Havelock CC	-1200.00
Carried Forward to 2023-24	<u>£66.65</u>

### Kurling

Monday afternoon

Although not a large group we continue to enjoy the exercise and friendship the group gives.

### Bingo

Wednesday Afternoon

Our members have increased over this past year and now, because of the numbers we can accommodate in the space, we have reached capacity. It is a very popular afternoon and thoroughly enjoyed by all the members.

## 3. Financial Review

### Examination of Accounts, how and by whom

An Independent Examination of Havelock Community Centre's accounts has been made by Helena Cole (Chartered Institute of Management Accountants). A copy of the certificate can be found at Appendix 1.

#### 3.1. Finance Report

The purpose of this report is to give information to the committee and stakeholders regarding the accounts for the year ended 31 March 2023 which are attached at Appendix 1.

## Income:

### Grants and donations

We received £13,890 in grants and donations during the year, made up as follows:-

PCC - Downstairs Flooring (CIL Funding)	£10,546
PCC - Fawcett Road Greening Group	1000
Arnold Clarke (Ukrainian Coffee Mornings)	500
Warm Hearts Service - ASDA	
996	
Warm Hearts Service - Donations	48
ASDA one-off grant	300
Partnership Foundation - Coronation Community Party	<u>500</u>
	£13,890

Most of the smaller amounts were spent during the year on services provided for the community. The remaining Coronation grant was spent in the following year but the largest amount (£10,546) was still held in the bank deposit account at the end of the year as the downstairs flooring refurbishment was not undertaken until October 2023.

### Room hire etc

We received £44,528 in room hire fees, a considerable increase over the previous year figure (£29,052) which was impacted by the Coronavirus measures.

### Membership fees

Similarly as the numbers of centre users increased as people became more confident in using the facilities, so did the number of members. The membership fee remained at the rate of £5 pa and the income increased from £450 (2022) to £755 (2023)

### Fundraising

As well as the usual sundry fundraising throughout the year (book and jam sales etc), this year the Centre held one-day events, including a very successful Christmas Fair, which provided income as follows:-

Table Top	£251
Christmas Fair	£1228

### Income summary

Total gross Income for the year was £78,559 which included gross Key Deposit Income of £10,630, which was mainly refunded during the year. The previous year's total income was recorded as £53,355 but this included the key deposits in a net figure of £225.

### Expenditure:

Staff Costs have increased by £12,201 (£31,195 - £18,994).

### Community Centre Trips

The cost of trips rose substantially during the year as fuel prices rose and so determining in advance the ticket prices for the various trips was a difficult task and as a result a loss was incurred on several trips. The total trip expenditure exceeded trip income during the year by £629 (£5211 - £5840).

### Community Projects

The expenditure of £2709 related to various community projects and services including:-

Fawcett Road Greening Group	£ 1000
Ukrainian Coffee Mornings	500
Warm Hearts Service	977

All of the above expenditure was funded by various grants and donations (see Grants and Donations Income above)

### Community Events

This expenditure related to the October 2022 Halloween Family Event (£282) and the Queen's Jubilee Party (£674) for which a Partnership Foundation Community Grant of £500 was received in the previous year ended March 2022.

### Expenditure Summary

Expenditure rose by £35,082 over the previous year (£73,073 - £37,991). However excluding key deposits refunded (which were netted off against income in the previous year), this reduces the comparable difference to £24,327 (£35,082 - £10,755). Similarly there were no trips in the previous year which further reduces the comparative figures of expenditure.

	Year ended March 2023	Last year
Total Expenditure	£73,073	£37,991
Less Key deposits refunded	10,755	0
Trips	<u>5,840</u>	<u>0</u>
Comparative figures	<u>£56,479</u>	<u>£37,991</u>

There was a one-off expense of £5285 during the year for the new garden awning which was funded entirely by a grant received in the previous year ended 31st March 2022.

### Net Receipts



Net receipts have decreased from £15,364 to £5,486. The previous year's income was boosted not only by the awning grant of £5285, but also £14,500 in Covid grants without which a considerable deficit would have arisen.

### Total funds held in cash/bank:

2023: £56,822

2022: £51,336

### Summary

Although the net income exceeds the expenditure for the year by £5,486, and the bank balance has increased, this is in the main due to the PCC Flooring Grant (£10,546) remaining unspent at the year end. The Treasurer commented in last year's annual report:-

*"I expect us to revert to loss-making in future, as we will lose our grants but increase our running costs owing to increasing staff wages as well as taking on an extra member of staff. I anticipate that the surplus for the year 21/22 will be negated by the losses in the following 2 to 3 years".*

This is of course unsustainable in the long-term and measures are in hand to increase our room hire income and reduce expenditure, for example by employing a cleaner rather than using an outside

company. The Trustees also review the outstanding debtors at every meeting and these are kept at a minimum by more regular chasing of outstanding amounts by our staff.

### **3.2 Fundraising, naming sources of income, and major contributors.**

HCC's main source of income is from hiring out rooms within the centre for leisure, physical, social activities, and for private meetings and parties. The major sources of grants are listed in 3.1 above totalling £13,890.

#### **Fundraising for Centre Objectives:**

Fundraising events took place as mentioned above and we are now signed up to the weekly Portsmouth Lottery draw and 'Give as You Live' an online shopping fundraising scheme. Income was received in the year ended 31st March 2023 of £104.

### **3.3 Reserves Policy**

The Reserves Policy was thoroughly reviewed during the year and the Trustees determined that the charity's designated funds should be based on the following:-

- (a) **Essential Future Spending:** This includes specific projects or the replacement of assets such as fixtures, fittings, cooker, furniture, and other capital items. These are usually set in line with a business development plan and are likely to cover maintenance and replacement of fixtures and fittings as defined in the tenancy agreement with Portsmouth City Council.
- (b) **Unexpected Closure or Loss of Income:** The amount so designated is based on the risk of suffering unforeseen loss of income which cannot be replaced in the short term. The Charity Commission no longer suggests a specific reserve but their previous guideline of between 3 to 6 months of running costs has been adopted by the Trustees based on an assessment of the likely risk.

Details of the Reserves as at 31<sup>st</sup> March 2023 are as shown at Appendix 2.

## **4. Structure, Governance and Management**

### **4.1. Constitutional Structure, including Objects**

Havelock Community Centre became a registered charity in 1988.

Our charitable objects are as follows:

- (i) To promote the benefit of all inhabitants of Southsea without discrimination of gender, sexual orientation, race or of political, religious or other opinion by associating together the said inhabitants and the local authorities, volunteering 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.
- (ii) To secure the establishment of a community centre (here in after called the centre ) and to maintain and manage the same (whether alone or in cooperation with the local authority) in furtherance of these objects

A thorough review of the Constitution was carried out during 2022 and amendments agreed by the Management Committee. These were mainly to reduce the numbers present at meetings for them to be quorate and for participation in meetings by electronic means should such meetings be

required in the future. In addition numerous typing errors were rectified. The amendments were agreed at the Annual General Meeting held in January 2023.

Havelock Community Centre is a membership organisation. There are currently 183 members.

## 4.2. Management of the Charity

The Charity's Trustees are responsible for the preparation of the accounts. The charity is entitled to exemption from Audit under section 145 of the Charities Act 2011, however an independent examiners report is required.

The Trustees acknowledge their responsibilities for

- a) ensuring that the charity keeps proper accounting records in accordance with section 130 of the act.
- b) preparing financial statements that give a true and fair view of the financial health of the charity at the end of the financial year and of its income and expenditure for the year.

The Board of Trustees meet regularly to administer the charity. A manager has been appointed to manage the day-to-day operation of the charity.

The Trustees have due regard to the Charity Commission's guidance on public benefit at all times throughout the year and it is a specific focus at Trustee meetings. Similarly the Trustees ensure that any fundraising activities are carefully planned and supervised and comply with the Charity Commission Charity Fundraising Guide (CC20). No complaints about our fund-raising activities have been received.



## 4.3 Trustees

Havelock Community Centre elects Honorary Officers to the Management Committee at the annual general meeting each year. The Honorary Officers elected at the January 2023 AGM were:-

Chair of Trustees	Janice O'Neill
Vice Chair of Trustees	Vacant
Secretary	Terry Hall
Treasurer	Rob Birznieks
Cashier	Heather Sanders

As at 31<sup>st</sup> March 2023 there were 9 trustees. They were:

Trustees:

Janice O'Neill (resigned August 2023)  
Rob Birznieks (resigned September 2023)  
Heather Sanders  
Terry Hall  
Maureen Greenspan  
Shirley Mundy  
Juanita Cary  
Janet Slade (resigned July 2023)  
Luke Woodhouse

In addition, 3 new Trustees were appointed during the year:-

Wendy Heyes  
Kevin Rough  
Jennie Brent

New trustees are introduced to the operations of the Community Centre and given information on the responsibilities of being a trustee, as well as a copy of the Constitution and access to all the Policies and Procedures. All trustees are signposted to any relevant information and training opportunities such as the Charity Commission 5 minute Guides for Trustees produced in 2022/23.

#### 4.4 Staff and volunteers

Havelock Community Centre currently employs 4 members of staff:-

- 1 x centre manager 30 hours per week
- 1x centre admin assistant 15 hours per week
- 1x centre admin assistant 10 hours per week (casual contract)
- 1 x Cleaner 10 hours per week (casual contract)

In addition we currently have 15 volunteers providing support on reception, gardening and maintenance and for events. We are extremely grateful for the many hours our volunteers have spent helping to run the centre. Our volunteers run the reception desk and support office staff most days as well as helping to maintain the centre's garden and running or helping at several of our groups and events.

Since the year end we have also been supported by a social media/design volunteer who has worked with the centre on the marketing strategy of the centre to streamline the social media output, widen the reach of the social media channels and supported with the creation and output of marketing content raising our brand profile. A new IT volunteer has also worked with the centre manager on search engine optimisation, identifying online opportunities for growth and assisted with the creation of online user survey to further support the centre aims in the coming year.

We certainly wouldn't be able to function as a busy centre without all our volunteers.

#### 4.5 Policies and Procedures.

In the previous year we conducted a year-long review of all our Policies and Procedures reviewing over 30 existing or new Policies, Procedures and forms including:-

- |   |                                |
|---|--------------------------------|
| Terms and Conditions of Employment              | Equal Opportunities Policy     |
| Safeguarding Policy and Procedures              | Governance and Standing Orders |
| Grievance Policy                                | Reserves Policy                |
| Disciplinary & Capability Policies & Procedures | Whistleblowing Policy          |
| Volunteer Policy                                |                                |

Since then we have continued to review and create new policies and procedures including:-

- |                                     |                     |
|-------------------------------------|---------------------|
| Appraisal Policy                    | Lone Working Policy |
| Leavers Policy                      | Social Media Policy |
| Environmental Sustainability Policy | Complaints Policy   |
| CCTV Policy & Procedures            | Sections ToR        |

#### 5. Health and Safety Report

All Trustees have a duty of care towards our staff, volunteers, members, visitors and centre users and all trustees are responsible for ensuring that the Centre is a safe and healthy

environment in accordance with the statutory legislation. We have a nominated Trustee who, working with the Centre Manager, is responsible for ensuring that regular safety inspections are carried out, fire drills and fire alarm tests are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees and volunteers are aware of their responsibilities.

The Centre Manager and the Health and Safety Trustee have worked together to produce a comprehensive Health and Safety Checklist. This is completed each day by a member of the office staff. Fire alarms tests are undertaken on a weekly basis and recorded in the Fire Safety Book. Alarms are activated from a different call point in rotation so that over a six week period all alarms have been tested. Group leaders are responsible for carrying out their own group fire drills. This is currently done annually. PAT testing is carried out annually for all Centre electrical equipment, group leaders are invited to have their group equipment tested at this time. Fire extinguishers and other fire-fighting equipment are subject to annual testing.

There has only been one accident reported over the last twelve months. A group member lost their balance and fell in the Sports Hall resulting in a minor injury. It was a straightforward accident and there was no liability on the part of the Centre. The incident was reported and recorded in line with the relevant procedures.

The Centre Manager has recently completed Basic First Aid training. Recently updated Terms and Conditions now state that first aid is the responsibility of each group leader.

Portsmouth City Council have carried out work on the solar panels to prevent pigeons from roosting under them. This has proved to be very successful and there is no longer a problem with their droppings falling into the garden area where children play.

Following the press coverage of the RAAC (Reinforced autoclaved aerated concrete) crisis affecting many schools and other public buildings, we are pleased to report that we have received reassurance from the Head of Building Maintenance at PCC stating that they 'are not aware of any buildings constructed using RAAC construction'.

The Centre now has a Lone Working Policy. All staff and front-of-house volunteers have undertaken online training on Handling Violence and Aggression. This will give them the tools required to help defuse potentially difficult situations. There is now a set procedure that all lone workers should follow to protect themselves when working alone. The Centre Manager is currently trialling a selection of Lone Worker apps. Once a decision has been reached the app will be installed on the relevant staff phones. Staff will then be required to switch on the app when they are working alone. The apps have a range of safety features such as manual alarms, time-out alarms and fall detection alarms. From this app their movements can be monitored and they will be required to 'check in' at regular intervals, failure to do so will result in an alarm being raised by the monitoring company.

## **6. Safeguarding Report**

The Safeguarding of Children and Adults at Risk continues to be an important priority for the trustees and employees of the Centre. A thorough review of the Safeguarding Policy and Procedures was undertaken during the previous year and the revised policy was agreed by the trustees in March 2022. The goals set for that year were to ensure that all groups and hirers had returned the new, updated hiring forms and had read the safeguarding requirements.

As a result of that updating exercise it was noted that on one occasion a leader of a group which included unaccompanied children, was unexpectedly unable to attend a session, and had sent someone else in his place to lead the group. That substitute person had not had his DBS evidence checked by HCC. The Safeguarding Policy, procedures and booking forms were therefore reviewed and amended again in May 2023 to clarify that any group leader, if attending as a replacement for however short a period, must undergo the required DBS checking procedure including actual evidence rather than photocopy documents.

Meetings take place regularly between the Safeguarding Trustee (Terry Hall) and the Centre Manager who was the Designated Safeguarding Lead (DSL) during the year ended 31st March

2023. The new Centre Manager is completing Safeguarding training so that she can take-over the DSL role from the interim DSL (Trustee Heather Sanders).

Safeguarding is a fixed agenda item on management committee meetings and trustees and staff know that they must take all safeguarding concerns seriously. DBS checks will continue to be kept up to date and safeguarding training for any new staff or volunteers will be provided in accordance with the role undertaken. Apart from the occasion mentioned above there have been no other safeguarding issues since the date of the last Annual Report.

## 7. APPROVAL

Approved by the Trustees on 29th November 2023

Theresa Hall

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Secretary on behalf of the Trustees





CHARITY COMMISSION  
FOR ENGLAND AND WALES

HAVELOCK COMMUNITY CENTRE 299580

## Receipts and payments accounts

CC16a

For the period from	Period start date 1-Apr-22	To	Period end date 31-Mar-23
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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>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	-	-	-	-	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-
<b>A3 Payments</b>					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-
<b>Net of receipts/(payments)</b>	-	-	-	-	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</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>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<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 liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval



## Receipts and payments accounts

For the period from	1st April 2022	To	31st March 2023
---------------------	----------------	----	-----------------

### 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>					
Room Hire	44,528			44,528	29,052
Key Deposits		10,630		10,630	225
Grants and Donations		13,890		13,890	21,216
Community Events		418		418	675
Community Centre Trips		5,211		5,211	
Fundraising	2,088			2,088	579
Other Sundry Income:-					
Membership Subscriptions	755			755	450
Sections	842			842	1,125
Portsmouth Lottery	104			104	
Deposit Account Interest	71			71	3
Sundry					30
Parking Scratchcards	22			22	-
<b>Sub total (Gross income for AR)</b>	<b>48,410</b>	<b>30,149</b>		<b>78,559</b>	<b>53,355</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>48,410</b>	<b>30,149</b>	<b>-</b>	<b>78,559</b>	<b>53,355</b>
<b>A3 Payments</b>					
Key Deposits		10,755	-	10,755	
Community Projects	66	2,643	-	2,709	
Community Events		956	-	956	
Community Centre Trips		5,840	-	5,840	
Costs of Fundraising	227			227	
Community Centre Costs:-		-	-		
Heating and Lighting	3,861		-	3,861	2,721
Rates and Water	1,281		-	1,281	1,059
Cleaning, Refuse Collection & Maintenance	6,060			6,060	10,556
Insurance	953			953	916



**B3 Investment assets**

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

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
The Community Centre is owned by Portsmouth City Council but the following items are owned by the Charity and were acquired prior to 1st April 2021: A full Fixed Asset Register is maintained by the Charity.		-	-
<b>Reception and Office</b> :-Fully fitted to include 5 desks, 5 swivel chairs, 8 blowers/fans, computer and screen, photocopier/printer, cabinets, cupboards and drawers		-	-
<b>Kitchen</b> - fully fitted to include double oven and hood, microwave, fitted units, 2 sinks, crockery and cutlery, fridge, dishwasher, trolley, 2 kettles		-	-
<b>Large Upstairs Hall</b> - storage racks, filing cabinet, 4 heater/blowers, fitted kitchenette with fridge, 2 kettles, crockery and cutlery, large tables, small tables, 2 table tennis tables, 3 snooker tables, rack of folding chairs, storage cupboards/lockers		-	-
Large and Small Rooms - these rooms are divided by bi-fold doors to make one larger room and include - 3 cupboards, 2 large tables, a suite of small tables and chairs,		-	-

Upsatirs Office - 2 long desks, cabinets and shelving units containing activity and craft items, tools, box files, etc		-	-
Garden Room - 6 tables and 30 chairs and small fitted kitchenette with fridge. Exterior - shed, 2 benches, gazebo, planters, notice boards		-	-
14 notice Boards, carpets, vinyl floor covering, curtains and blinds throughout.		-	-
There were no additions or disposals during the year ended 31st March 2022. In the year ended 31st March 2023 there were the above assets acquired - Awning (£5285) and Coffee Machine (£297)		-	-

Fund to which liability relates

Amount due (optional)

When due (optional)

**Details**

**B5 Liabilities**

		-	
		-	
		-	
		-	
		-	

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

Signature

Print Name

Date of approval

\_\_\_\_\_  
 \_\_\_\_\_ Terry Hall \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Mrs Theresa Hall  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_





Section A Independent Examiner's Report

Report to the trustees/ members of

Havelock Community Centre

On accounts for the year ended

31<sup>st</sup> March 2023

Charity no (if any)

299580

Set out on pages

1-4 (one to four)

(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 DD / MM / YYYY.

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 (other than that disclosed below \*) 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.

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

Signed:

*Kele*

Date:

12 NOV 23

Name:

CATHERINE HELENA COLE

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

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS

Address:

67 NAPIER RD

SOUTHSEA

WANTS POS 2RA

Section B

Disclosure

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

**HAVELOCK COMMUNITY CENTRE**

England & Wales - Charity number 299580

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# Accounts

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# **Havelock Community Centre**

Charity Number: 299580

Annual Report and Financial Statements

For the year ended 31 March 2022



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## FOREWORD

**Vision:** Our vision is for Havelock Community Centre to be the heart of our local community, providing a sustainable, secure, culturally diverse and accessible space that is valued and supported by the people living in and visiting Southsea. We will promote, enable and facilitate varied and inclusive activities, which embrace and address the education, training, employment, welfare, health, social, cultural and recreational needs of the local community.

In the year ended 31<sup>st</sup> March 2022 the pandemic continued to have an impact on the Centre's activities even after formal restrictions ended in July 2021. There was continuing caution among some centre users and over the winter 2021/22 period, events such as Christmas and birthday party bookings suffered a downturn due to the emergence of the Omicron variant of coronavirus.

However we ensured that we were open and accessible to all members of the local community by offering discounts and free sessions to groups who in turn offer help to and support the residents of the local area. This included, for example, free exercise classes for those wishing to improve physical and mental wellbeing but unable to afford gyms/classes; discounted sessions to enable Narcotics Anonymous to keep supporting those in need; discounted sessions for social groups such as the Women's Institute. We also ensured that we were flexible with cancellations and rescheduling so that our recreation and leisure groups could continue to function throughout the pandemic and post-pandemic period with minimal financial impact. This included no charges for last minute cancellations, providing larger spaces at no extra charge to allow for social distancing. We also helped with seasonal fundraising activities for local charities with shared aims and objectives. In October 2022 we participated in the Portsmouth 60+ Festival by offering free classes to new centre users and had more entries in the Festival Handbook than any other local organisation resulting in an increase in the number of local people visiting us for the first time.

We have also worked in partnership with other organisations and groups, such as Fawcett Road Greening Group, and in October 2022 with the aid of our joint Jubilee Neighbourhood Grant we were able to facilitate a planting session and exhibition. Despite an ongoing problem with plants being stolen, our 2 wooden planters provide a more welcoming entrance than the previous stark appearance as well as contributing to a greener city.

Over the last year we have also started to organise more events than we were able to over the period of the pandemic. We held a very successful family Halloween event in October 2022 with lots of new members joining. In February 2022 we were fortunate in obtaining funding of £500 from The Partnership Foundation which enabled us to organise a Queen's Jubilee Party which was greatly appreciated, especially by people who might otherwise have spent the day alone. Our trips this year have included the Mayflower Theatre to see The Lion King, a visit to Chichester and the Theatre for a musical and the Watercress Line 50's and 60's event. These trips continue to be popular but increasing travel costs mean that future trips will need to be carefully considered and budgeted for. However they will remain an important way for people, especially older members, to socialise and enjoy theatre trips and outings at a reasonable cost.

We are always mindful that we should respond to the changing needs of our local community. We were successful in obtaining funding from the Arnold Clark Community Fund which enabled us to provide weekly coffee mornings from May 2022 to October 2022 for the large number of Ukrainian refugees in the city. Each week, up to 20 refugees from small children to grandmothers, attended the group with different Ukrainian guests coming and going as they established their own friendship groups outside the Centre. We were also supported by the Morrisons and Tesco Community

Champions who provided tea, coffee, biscuits and toiletries. In August for the Ukrainian National Independence Day, we held a party attended by over 40 Ukrainians and their Southsea hosts as well as the local MP and a local councillor. Along with the weekly informal English classes, the coffee mornings were well attended but as the Ukrainian children now have places in local schools and their parent(s) have found work or are attending formal classes at college, the need for the coffee mornings has reduced but if more refugees come into the city it would be our intention to restart the sessions if there was a demand and room availability.

New groups will come and go as the need arises but at the core of our Community Centre are the groups which have been in existence over many years and whose volunteers and members continue to be the life and soul of our Association (Annual Group Reports are available at the AGM and from the office on request).

In common with so many Community Centres throughout the country, we no longer receive revenue support from the local council. We do however receive welcome advice, assistance and training from the Portsmouth City Council community projects officer and Action Hampshire and we hope this will continue.

Now that so many local church halls and other organisations provide or accommodate the services traditionally only available at Community Centres, it is essential that we continue to provide relevant, affordable, up-to-date facilities for local residents. The Trustees are determined to provide such clean, modern facilities which are fit for purpose but most of all we are committed to being a warm and friendly centre with a caring atmosphere which welcomes everyone and we are extremely grateful to the hard work and dedication of all our staff and volunteers who enable us to achieve this.

Signed: Jan O'Neill

(Chair of Trustees)

2nd November 2022

## LOOKING AHEAD

Prior to 2020 the number of visits to the Centre was in excess of 35,000 per annum and until very recently the post-pandemic numbers were increasing towards previous levels but the recent economic uncertainty has meant that some classes and groups are struggling to maintain viability. We have responded to the cost-of-living crisis being experienced by some Southsea residents by introducing new sessions as part of our Cold Hands; Warm Hearts project which started at the end of October 2022. We are providing twice-weekly 4-hour sessions where people can come into the warm space provided in our Garden room and stay for as long as they wish, enjoy free tea, coffee and cake and one another's company. Table games, jigsaws and magazines are proving popular as well as the opportunity to learn new leisure skills such as Mah Jong. We have received almost £1000 in funding from ASDA Foundation for this new project which will support people who are having to make difficult choices as to whether to eat or to heat their homes during the day. We have also been heartened by the numbers of new volunteers who have stepped forward to help with this project.

In October 2022 we held the first of our new programme of family-friendly events, a Halloween Party for children which was brilliantly organised by our Centre Manager and attracted new visitors to the Centre. We hope to hold further, low or no-cost family-friendly events at a time when so many young families are experiencing such financial difficulties. We are also planning for our first Christmas Fayre for some time and will be consulting with Southsea residents to determine what other similar events they would like to see being held at the Centre. Some events will be fundraising events, some will be self-financing and some will be supported financially by the Centre.

In recent months some capital expenditure, in the form of a new lift to the upstairs hall, has been funded by Portsmouth City Council (PCC). As many groups need regular access via the lift, (for example parents with buggies, fitness classes with equipment, disabled centre users) it is essential that the lift works reliably. At the present time we are experiencing some difficulties with the lift's operation but we hope that this will soon be rectified. We also need to raise further funds to cover expenditure not included in our Service Level Agreement with the Council. Our downstairs floor covering is mainly carpet which is old, worn and stained and does not enable the efficient operation of the underfloor heating. We are currently seeking the support of local councillors for our application for just over £10,000 from the PCC Neighbourhood CIL fund to replace the carpet with a better-quality vinyl floor covering.

Our current website is not well-maintained and is very out-dated compared with similar organisations. We are now investing in a newly designed website and will need to ensure that it is efficiently and regularly updated and that it can display additional information such as room and hall availability. We now have a more efficient system of booking rooms and invoicing which should save many hours of staff time.

We have always had a small group of volunteers but we need to encourage more volunteers to help with one-off events, assist with nurturing new groups and enabling them to become self-sufficient and to improve and maintain a positive social media and internet presence. Our current hard-working staff do not currently have the capacity, working alone, to undertake these additional duties.

Jan O'Neill

(Chair of Trustees)

2nd November 2022

## **1. The Community Centre: where we are and what space we offer.**

Havelock Community Centre is well served by public transport and close to the bustling Albert Road Shopping Area in Southsea. The Centre has a large upstairs hall, 3 downstairs rooms, 2 of which have access to a beautiful, enclosed garden. The centre is available from 7am to 11pm, seven days a week, all year round and the office is staffed Monday to Friday between 9am and 1pm.

Address: 324 Fawcett Road, Southsea, PO4 0LQ

Telephone Number: 02392 295821

Email address: havelockcc@btconnect.com

Registered Charity Number: 299580

Bankers: Barclays

## **2. Havelock Community Centre Activities**

The Centre has been used extensively during the year by a whole range of organisations and people. The Association has two core activities:

- To provide affordable space for organisations providing services to the local community enabling them to operate from the heart of the community they serve
- To provide facilities and activities for local people to promote wellbeing and inclusiveness

We have a number of member groups and not-for-profit, community-led groups including:-

Havelock Howler's Singing Group

Bingo

Chat over Chai

Kurling

Saturday Activities for over 55s

Ian's Guitar Lessons

Grannies & Toddlers

Connors Toy Library

Narcotics Anonymous

Alcoholics Anonymous

Cold Hands Warm Hearts (warm bank)

Autism Hampshire

Shift Creative

An up-to-date listing of all activities and events can be found at [www.havelockcc.co.uk](http://www.havelockcc.co.uk)

## **3. Financial Review**

### **Audit of Accounts, how and by whom**

An Independent Examination of Havelock Community Centre's accounts has been made by Silvia Giannadrea.

A copy of the certificate can be found in Appendix 2.

### **3.1. Treasurer's Report**

The purpose of this report is to give information to the committee and stakeholders regarding the accounts for the year ended 31 March 2022 which are attached at Appendix 1.

I would like to thank our office manager Lynsey whose help and support has been invaluable.

#### **Income:**

##### **Grants and donations**

We received in total £21,216 in grants and donations. £14,501 were Covid lockdown compensation, £5,285 for the garden awning and the remainder miscellaneous donations. This was £6,500 less than the previous year, reflecting the lesser length of time lost to lockdown.

##### **Room hire etc**

We received £30,176 in room hire fees, a more than eightfold increase over the previous year.

##### **Membership fees**

£450

##### **Fundraising**

Raffles, book and jam sales brought in £579

##### **Income summary**

Income rose by over £21,000 compared with the previous year

#### **Expenditure:**

##### **Donations**

We donated a total of £530

##### **Administration costs** – office, kitchen, maintenance, wages etc.

These aggregated £36,826, an increase of more than £12,000 over the previous year. This is down to increased costs of wages and cleaning & maintenance, as well as the centre having been under lockdown for a much longer period in the previous year.

##### **Insurance and licences**

These cost £916, as against £2,006 the previous year. I understand that the music licence renewal is always close to the FY end, so that some years the licence fee is paid twice, others not at all.

##### **Other expenditure/Miscellaneous**

£172

##### **Expenditure Summary**

Expenditure rose by £13,000 over the previous year

##### **Summary**

We received £15,364 more than our expenditure in 21/22, having still received £14,500 in Covid grants but managing to bring our room hire income back to a near normal level. I expect us to revert

to loss making in future, as we will lose our grants but increase our running costs owing to increasing staff wages as well taking on an extra member of staff. I anticipate that the surplus for the year 21/22 will be negated by the losses in the following 2 to 3 years.

Total funds held in cash/bank:

2022: £51,336

2021: £35,972

### **3.2 Fundraising, naming sources of income, and major contributors.**

HCC's main source of income is from hiring out rooms within the centre for leisure, physical, social activities, and for private meetings and parties.

We were successful in obtaining a grant of £5285 (received in the year ended March 2022) towards the cost of a retractable awning which was purchased in the following year. This funding was part of the ARG Business Resilience Grant Fund awarded to organisations and businesses who could demonstrate that the grant would contribute to their resilience following the impact of Covid. We were able to demonstrate that, in the longer term, having an awning available to extend the area of the Garden Room into the garden, would attract new regular, weekly users in addition to one-off bookings.

Fundraising for Centre Objectives:

HCC are now signed up to the weekly Portsmouth Lottery draw and 'Give as You Live' an online shopping fundraising scheme but no income was received in the year ended 31st March 2022.

### **3.3 Reserves Policy**

The Reserves Policy was thoroughly reviewed during the year and the Trustees determined that the charity's designated and restricted funds should be based on the following:-

- (a) **Essential Future Spending:** This includes specific projects or the replacement of assets such as fixtures, fittings, cooker, furniture, and other capital items. These are usually set in line with a business development plan and are likely to cover maintenance and replacement of fixtures and fittings as defined in the tenancy agreement with Portsmouth City Council.
- (b) **Unexpected Closure or Loss of Income:** The amount so designated is based on the risk of suffering unforeseen loss of income which cannot be replaced in the short term. The Charity Commission no longer suggests a specific reserve but their previous guideline of between 3 to 6 months of running costs has been adopted by the Trustees based on an assessment of the likely risk.

Details of the Reserves as at 31<sup>st</sup> March 2022 are as shown at Appendix 3.

## **4. Structure, Governance and Management**

### **4.1. Constitutional Structure, including Objects**

Havelock Community Centre became a registered charity in 1988.

Our charitable objects are as follows:

- (i) To promote the benefit of all inhabitants of Southsea without discrimination of gender, sexual orientation, race or of political, religious or other opinion by associating together the said inhabitants and the local authorities, volunteering 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.
- (ii) To secure the establishment of a community centre (here in after called the centre ) and to maintain and manage the same (whether alone or in co-operation with the local authority) in furtherance of these objects

A thorough review of the Constitution was carried out during the year and amendments agreed by the Management Committee. These were mainly to reduce the numbers present at meetings for them to be quorate and for participation in meetings by electronic means should such meetings be required in the future. In addition numerous typing errors were rectified. The amendments were agreed at the Annual General Meeting held in January 2023.

Havelock Community Centre is a membership organisation. There are currently 154 members.

#### **4.2. Management of the Charity**

The Charity's Trustees are responsible for the preparation of the accounts. The charity is entitled to exemption from Audit under section 145 of the Charities Act 2011, however an independent examiners report is required.

The Trustees acknowledge their responsibilities for

- a) ensuring that the charity keeps proper accounting records in accordance with section 130 of the act.
- b) preparing financial statements that give a true and fair view of the financial health of the charity at the end of the financial year and of its income and expenditure for the year.

The Board of Trustees meet regularly to administer the charity. A manager has been appointed to manage the day-to-day operation of the charity.

The Trustees have due regard to the Charity Commission's guidance on public benefit at all times throughout the year and it is a specific focus at Trustee meetings. Similarly the Trustees ensure that any fundraising activities are carefully planned and supervised and comply with the Charity Commission Charity Fundraising Guide (CC20).

#### **4.3 Trustees**

Havelock Community Centre elects Honorary Officers to the Management Committee at the annual general meeting each year. The Honorary Officers elected at the November 2021 AGM were:-

Chair of Trustees	Janice O'Neill
Vice Chair of Trustees	Vacant
Secretary	Terry Hall
Treasurer	Rob Birznieks
Cashier	Heather Sanders

As at 31<sup>st</sup> March 2022 there were 11 trustees. They were:

Trustees:

Janice O'Neill  
Rob Birznieks  
Heather Sanders  
Terry Hall  
Maureen Greenspan  
Shirley Mundy  
Juanita Cary  
Ken Bennett  
Janet Slade  
Jenny Bennett  
\*Silvia Giannadrea

\*Owing to difficulties in the new Treasurer being able to access the bank account statements it was necessary for Silvia to remain as a signatory and therefore as a Trustee but she took no active part in management or financial matters during the year and is no longer a Trustee.

Portsmouth City Council Appointed Representative – None but the Trustees have requested that a representative be appointed for 2023.

New Trustees are introduced to the operations of the Community Centre and given information on the responsibilities of being a Trustee, as well as a copy of the Constitution and access to all the Policies and Procedures. Training is made available to Trustees when necessary.

#### **4.4 Staff and volunteers**

Havelock Community Centre employs 5 members of staff:-

1 x Centre Manager (25) hours per week)  
2 x Centre Admin Assistants (Total 24 hours per week)  
1 x Cleaner (10 hours per week)  
1 x Cover Centre Admin Assistant (variable)

In addition we currently have 15 volunteers providing support on reception, gardening and maintenance and for events. We are extremely grateful for the many hours our volunteers have spent helping to run the centre. Our volunteers run the reception desk and support office staff most days as well as helping to maintain the centre's garden and running several of our groups. We wouldn't be able to function as a busy centre without them

#### **4.5 Policies and Procedures.**

We are currently coming to the end of a year-long review of all our Policies and Procedures. To date we have reviewed over 30 existing or new Policies, Procedures and forms including:-

Terms and Conditions of Employment	Equal Opportunities Policy
Safeguarding Policy and Procedures	Governance and Standing Orders
Grievance Policy	Reserves Policy
Disciplinary & Capability Policies & Procedures	Whistleblowing Policy
Volunteer Policy	

## 5. Health and Safety Report

All Trustees have a duty of care towards our staff, volunteers, members, visitors and centre users and all trustees are responsible for ensuring that the Centre is a safe and healthy environment in accordance with the statutory legislation. We have a nominated Trustee who, working with the Centre Manager, is responsible for ensuring that regular safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees and volunteers are aware of their responsibilities. In March 2022 the H & S Trustee Job Description was extensively updated to give clarity to the role and Health and Safety is now a fixed agenda item at the Management Committee meetings.

In March the Emergency Procedures for Regular Groups and Private Events were updated, cleaning procedures have been updated since the year end and a review of all H & S Policies is currently being undertaken.

Centre staff complete a daily walk through of the Centre so as to note and take appropriate action on any issues of concern and the Centre is in a reasonable state of repair for its age. Fire alarm tests are undertaken weekly and recorded in the Fire Safety Book. Each week a different room alarm is tested so that all alarms are tested over a 6 week period. Group leaders are required to carry out an evacuation of the building/fire drill. These are carried out annually each October/November. PAT testing is up to date for all Centre electrical equipment and fire extinguishers are similarly tested and in date.

A small number of accident forms have been completed during the past year, all of a minor nature. All incidents have been dealt with appropriately and professionally by Centre staff. All members of the office staff undertake regular First Aid training, the last training being undertaken in May 2021. Following the placement of a defibrillator machine outside the building additional training on the use of the machine was made available to all Trustees, staff and office volunteers in July 2022.

There were a few incidents requiring action during the year, for example large chunks of fibrous soffit had fallen into garden area over the Christmas period and needed to be investigated to ensure they did not contain any asbestos material. A radiator in the Garden Room fell off the wall and a burst water pipe caused some concern when the stopcock was found to be located in a locked cupboard where hazardous cleaning materials were stored. In the current year, pigeons roosting under the solar panels have caused a problem with droppings falling into the garden area where children play. Droppings are regularly removed by staff but they are unsightly and a potential health hazard. We are waiting for Portsmouth City Council to rectify this so that birds cannot roost under the solar panels.

## 6. Safeguarding Report

The Safeguarding of Children and Adults at Risk continues to be an important priority for the trustees and employees of the Centre. A thorough review of the Safeguarding Policy and Procedures was undertaken during the year and the revised policy was agreed by the Trustees in March 2022.

Meetings take place regularly between the Safeguarding Trustee (Terry Hall) and the Centre Manager who is the Designated Safeguarding Lead (DSL). Safeguarding is a fixed agenda item on management committee meetings. During the year the Safeguarding Trustee attended (on Zoom) a one-hour briefing by ACRE on *Safeguarding for village / community halls - to help you understand your duties as a provider of community space*. In March, the Chairperson and one volunteer received the same briefing and the Zoom video recording was circulated to all Trustees.

Trustees and staff know that they must take all safeguarding concerns seriously. There has only been one reported incident this year. In April 2022 a new member of a group stated that an incident had occurred in a group meeting although the CCTV footage showed that no such incident had occurred. However, in accordance with our Policies and Procedures, a safeguarding concern form was submitted to the Portsmouth Adult Multi Agency Safeguarding Hub (MASH). They made no recommendations that we should change our procedures or take any further action.

Booking forms for Centre members and hirers have been amended to ensure that members and hirers sign to confirm they are aware of their safeguarding responsibilities to DBS check their staff and/or volunteers if they operate a group which includes children or adults at risk. DBS checks are on file for all members and hirers responsible for groups involving children or adults at risk where parents/carers are not present. Requests for updated DBS checks have been made to ensure that records are kept up to date.

The goals set for the current year are to ensure that all groups and hirers have returned the new, updated hiring forms and have read the safeguarding requirements. DBS checks will continue to be kept up to date and safeguarding training for any new staff or volunteers will be provided in accordance with the role undertaken.

**7. APPROVAL**

Approved by the committee of Trustees on 10th January 2023

Janice O'Neill

Theresa Hall

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*Terry Hall*

Chairperson on behalf of the Trustees

Secretary on behalf of the Trustees



CHARITY COMMISSION  
FOR ENGLAND AND WALES

HAVELOCK COMMUNITY CENTRE

299580

## Receipts and payments accounts

CC16a

For the period  
from

1st April 2021

To

31st March 2022

### 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>					
Room hire & Key Deposits	29,052	225	-	29,277	3,567
In House Groups	1,125			1,125	60
Memberships	450	-	-	450	-
Fundraising - Fayres and Raffles					35
Fundraising - books and bric-a-brac	579	-	-	579	7
Social events and Trips	-	675	-	675	
Bank Interest	3	-	-	3	8
Miscellaneous	30	-	-	30	-
Grants & Donations	14,501	6,715	-	21,216	27,717
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>45,740</b>	<b>7,615</b>	<b>-</b>	<b>53,355</b>	<b>31,394</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>45,740</b>	<b>7,615</b>	<b>-</b>	<b>53,355</b>	<b>31,394</b>
<b>A3 Payments</b>					
Donations	530	-	-	530	35

Office and Admin	1,767	-	-	1,767	2,869
Kitchen	144	-	-	144	
Wages	18,772	-	-	18,772	11,858
Social Events and Trips					890
Payroll	222	-	-	222	506
Insurances and Licences	916	-	-	916	2,006
Maintenance, Cleaning and refuse	10,556	-	-	10,556	3,789
Heat and Light	2,721	-	-	2,721	2,341
Rates and water	1,059			1,059	823
Refurbishments and Renewals	669			669	-
Fundraising Costs					20
Security (Alarms & CCTV)	462			462	-
Parking Scratchcards	23			23	-
Miscellaneous	150			150	344
	-	-	-	-	-
<b>Sub total</b>	<b>37,991</b>	<b>-</b>	<b>-</b>	<b>37,991</b>	<b>25,481</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total payments</b>	<b>37,991</b>	<b>-</b>	<b>-</b>	<b>37,991</b>	<b>25,481</b>
<b>Net of receipts/(payments)</b>	<b>7,749</b>	<b>7,615</b>	<b>-</b>	<b>15,364</b>	<b>5,913</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>35,972</b>	<b>-</b>	<b>-</b>	<b>35,972</b>	<b>30,059</b>
<b>Cash funds this year end</b>	<b>43,721</b>	<b>7,615</b>	<b>-</b>	<b>51,336</b>	<b>35,972</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 £
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**B1 Cash funds**

Bank Current Account	18,624		-
Bank Deposit Account	25,097	7,465	-
Cash in Hand	-	150	-
<b>Total cash funds</b>	<b>43,721</b>	<b>7,615</b>	<b>-</b>

(agree balances with receipts and payments account(s))

**Unrestricted funds**  
to nearest £

OK  
**Restricted funds**  
to nearest £

OK  
**Endowment funds**  
to nearest £

**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

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

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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**B4 Assets retained for the charity's own use**

<p>The Community Centre is owned by Portsmouth City Council but the following items are owned by the Charity and were acquired prior to 1st April 2021: A full Fixed Asset Register is maintained by the Charity.</p>		-	-
<p><b>Reception and Office:</b>-Fully fitted to include 5 desks, 5 swivel chairs, 8 blowers/fans, computer and screen, photocopier/printer, cabinets, cupboards and drawers</p>		-	-
<p><b>Kitchen</b> - fully fitted to include double oven and hood, microwave, fitted units, 2 sinks, crockery and cutlery, fridge, dishwasher, trolley, 2 kettles</p>		-	-
<p><b>Large Upstairs Hall</b> - storage racks, filing cabinet, 4 heater/blowers, fitted kitchenette with fridge, 2 kettles, crockery and cutlery, large tables, small tables, 2 table tennis tables, 3 snooker tables, rack of folding chairs, storage cupboards/lockers</p>		-	-
<p><b>Large and Small Rooms</b> - these rooms are divided by bi-fold doors to make one larger room and include - 3 cupboards, 2 large tables, a suite of small tables and chairs,</p>		-	-

<p><b>Upsatirs Office</b> - 2 long desks, cabinets and shelving units containing activity and craft items, tools, box files, etc</p>		-	-
<p><b>Garden Room</b> - 6 tables and 30 chairs and small fitted kitchenette with fridge.</p>		-	-
<p><b>Exterior</b> - shed, 2 benches, gazebo, planters, notice boards</p>		-	-
<p><b>14 notice Boards, carpets, vinyl floor covering, curtains and blinds throughout. There were no additions or disposals during the year ended 31st March 2022. The new Awning was aquired in the year ended 31st March 2023</b></p>		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
<i>Terry Hall</i>	Mrs Theresa Hall	1/10/2023



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
HAVELOCK COMMUNITY CENTRE

On accounts for the year ended

31st March 2022 Charity no (if any) 299580

Set out on pages

(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 DD / MM / YYYY.

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: Silvia Giannandrea

Date: 09/01/2023

Name: SILVIA GIANNANDREA

Relevant professional qualification(s) or body

AAT

(if any):

Address: 59 VICTORIA ROAD SOUTH  
SOUTH ISA  
PO5 2BX

**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.

**HAVELOCK COMMUNITY CENTRE**

England & Wales - Charity number 299580

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# Accounts

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## Trustees' Annual Report for the period

From **01.04.2020** To **31.03.2021**

Charity name: **Havelock Community Centre**

Charity registration number: **299580**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To promote the benefit of all inhabitants of Southsea without discrimination of gender, sexual orientation, race or of political, religious or other opinion by associating together the said inhabitants and the local authorities, volunteering 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.
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	<p>We have made efforts to ensure we are available to all members of the local community by offering discounts and free sessions to groups who in turn offer help and support the residents of the local area. This includes:</p> <ul style="list-style-type: none"><li>● Free exercise classes for those wishing to improve physical and mental wellbeing but unable to afford gyms/classes.</li><li>● Discounted sessions to enable Narcotics Anonymous to keep supporting those in need.</li><li>● Discounted sessions for social groups such as Women's Institute</li></ul> <p>Throughout Covid we ensured we were open and accessible to the vital support groups such as AA and NA (when they were permitted to run) and we hosted the only NA sessions in the entire city for several months. We also ensured we were flexible enough with cancellations and rescheduling that allowed our recreation and leisure groups to continue functioning throughout the pandemic with minimal financial impact. This included no charges for last minute cancellations, holding the reservations for several months without giving the space away to other groups and giving bigger spaces at no extra charge to allow social for distancing.</p> <p>We also carried out seasonal fundraising activities for local charities with shared aims and objectives.</p>
Statement confirming whether the trustees	Para 1.18	The trustees have due regard to the commission's guidance on public benefit all all times throughout the

have had regard to the guidance issued by the Charity Commission on public benefit		year and it is a specific focus at trustee meetings.
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**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	We are extremely grateful for the many hours our volunteers have spent helping to run the centre. We have volunteers run the reception desk and support office staff most days as well as helping to maintain the centre's garden and running several of our groups. We wouldn't be able to function as a busy centre without them.
Other		

**Achievements and Performance**

	SORP reference	

<p>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.</p>	<p>Para 1.20</p>	<p>We have managed to continue functioning as a hub of the community despite the difficulties faced through the pandemic. This means we are still able to offer a place for people to take part in activities such as social groups, exercise, baby and toddler groups, discussion and debates and support groups - all of which benefits the physical and mental wellbeing of the local residents.</p> <p>We carried out fundraising activities which benefited local domestic violence refuges.</p> <p>We hosted over 50's activity clubs, bingo and singing groups to help combat loneliness and social isolation.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	

Other		
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We do not currently have a policy for holding reserves but -we are currently reviewing this and the draft reserves policy will be finalised by the Trustees at our next Committee Meeting. We expect to hold reserves in the future to cover between 3-6 months core running costs and a provision for replacement of assets such as fixtures, fittings, kitchen equipment, furniture and other 'capital' equipment as well as any maintenance costs for the building.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's funds were principally from room rental charges and government grants for covid.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the		

charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document  (trust deed, royal charter)	Para 1.25	CONSTITUTION ADOPTED 22/10/1987 AS AMENDED ON 25/01/2012 as amended on 03 Apr 2019
How is the charity constituted?  (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
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 appointed or reappointed annually at the Annual General meeting held in November

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Trustees are given an induction pack which includes a copy of the constitution, a guide to being a trustee and relevant job descriptions. Policies and Procedure available to trustees include:  Governance Policy  Equal Opportunities Policy  GDPR Policy  Financial Management Policy
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is run by volunteer trustees. Membership is open to users of the centre and local residents, their opinion is sought when decisions are being made. Members and centre users are invited to meetings and are permitted to vote at AGMs.  There are 2 employees who run the centre day to day and must report to trustees.

Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Havelock Community Centre
Other name the charity uses	
Registered charity number	299580
Charity's principal address	324 Fawcett Road Southsea PO4 0LQ

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Janice O Neill	Chair	01.04.2020	Membershi p at AGM
2	Silvia Giannadrea	Treasurer (outgoing)	01.04.2020	Membershi p at AGM
3	Maureen Greenspan		01.04.2020	Membershi p at AGM
4	Shirley Mundy		01.04.2020	Membershi p at AGM
5	Juanita Cary		01.04.2020	Membershi p at AGM
6	Kenneth Bennett		01.04.2020	Membershi p at AGM
7	Jeanette Bennett	Secretary (outgoing)	01.04.2020	Membershi p at AGM
8	Janet Slade	Cashier (outgoing)	01.04.2020	Membershi p at AGM
9	Terry Hall	Secretary (incoming)	30.11.2021	Membershi p at AGM
10	Rob Birznieks	Treasurer (incoming)	30.11.2021	Membershi p at AGM
11	Heather Sanders	Cashier (incoming)	30.11.2021	Membershi p at AGM
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

<b>Director name</b>		



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
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	

### Additional information (optional)

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

	Type of adviser	Name	Address
	<b>Name of chief executive or names of senior staff members (Optional information)</b>		

### Exemptions from disclosure

Reason for non-disclosure of key personnel details

### Other optional information



# Declarations

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

## Signed on behalf of the charity's trustees

	<b>Signature(s)</b>		
	<b>Full name(s)</b>		
		<b>Position (eg Secretary, Chair, etc)</b>	
	<b>Date</b>		



## Receipts and payments accounts

CC16a

for the period from	01.04.2020	To	31.03.2021
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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 Centre - rents	3,627			3,627	38,313
Memberships	-			-	890
Fundraising	42			42	1,515
Social events & trips	-			-	8,045
Bank interest	8			8	4
Miscellaneous				-	62
Donations	27,717			27,717	-
				-	-
<b>Sub total (Gross income for AR)</b>	<b>31,394</b>	<b>-</b>	<b>-</b>	<b>31,394</b>	<b>48,829</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>31,394</b>	<b>-</b>	<b>-</b>	<b>31,394</b>	<b>48,829</b>
<b>A3 Payments</b>					
Administration costs / kitchen	3,375	-	-	3,375	2,109
Wages	11,858	-	-	11,858	9,990
Establishment expenses	8,959	-	-	8,959	23,519
Social events & trips	890	-	-	890	11,211
Fundraising costs	20	-	-	20	171
Security expenses	-	-	-	-	2,703
Miscellaneous	344	-	-	344	104
Donations	35	-	-	35	-
		-	-	-	-
<b>Sub total</b>	<b>25,481</b>	<b>-</b>	<b>-</b>	<b>25,481</b>	<b>49,807</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>25,481</b>	<b>-</b>	<b>-</b>	<b>25,481</b>	<b>49,807</b>
<b>Net of receipts/(payments)</b>	<b>5,913</b>	<b>-</b>	<b>-</b>	<b>5,913</b>	<b>- 978</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>30,059</b>	<b>-</b>	<b>-</b>	<b>30,059</b>	<b>31,037</b>
<b>Cash funds this year end</b>	<b>35,972</b>	<b>-</b>	<b>-</b>	<b>35,972</b>	<b>30,059</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>	Bank current account	18,863	-	-
	Bank deposit account	17,109	-	-
	Cash in hand	-	-	-
	<b>Total cash funds</b>	<b>35,972</b>	<b>-</b>	<b>-</b>
	<small>(agree with total receipts and payments account(s))</small>	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-

		-	-	-
		-	-	-
		-	-	-
		-	-	-

**B3 Investment assets**

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

**B4 Assets retained for the**

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

**B5 Liabilities**

Details		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval



**Section A**

**Independent Examiner's Report**

**Report to the trustees/ members of**

Charity Name  
Havelock Community Association

**On accounts for the year ended**

31/03/2021	<b>Charity no (if any)</b>	299580
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**Set out on pages**

(remember to include the page numbers of additional sheets)

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021 **DD / MM / YYYY**.

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").

**Independent examiner's statement**

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.

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.

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

**Signed:** R Z Birznieks

**Date:** 05/01/2022

**Name:** Robert Zanis Birznieks

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

BSc, MSc

**Address:**

40 Chetwynd Road, Southsea, PO4 0NB

**Section B**

**Disclosure**

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.**

Although, as from 01/01/2022, I am now a Trustee and Treasurer of the Havelock Centre, I have no previous connection with the organisation and was completely independent of it during the fiscal year 01/04/2020 to 31/03.2021 to which the submitted report relates.