



CHARITY COMMISSION
FOR ENGLAND AND WALES

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">● 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 Women's Institute <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	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>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:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

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

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

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

Director name		

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

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



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 £
A1 Receipts					
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	-
				-	-
Sub total (Gross income for AR)	31,394	-	-	31,394	48,829
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,394	-	-	31,394	48,829
A3 Payments					
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	-
		-	-	-	-
Sub total	25,481	-	-	25,481	49,807
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	25,481	-	-	25,481	49,807
Net of receipts/(payments)	5,913	-	-	5,913	- 978
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	30,059	-	-	30,059	31,037
Cash funds this year end	35,972	-	-	35,972	30,059

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank current account	18,863	-	-
	Bank deposit account	17,109	-	-
	Cash in hand	-	-	-
	Total cash funds	35,972	-	-
	(agree balance with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-

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

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charitable purposes			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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

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

**Charity
no (if
any)**

299580

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.