

Twyford & Ruscombe Community Association (The Penn Foundation)

Chairman's Report for Period Ended 25th January 2023

On behalf of the Trustees I would like to welcome you all to this Re-Convened Annual General Meeting of the T&RCA.

So we don't have a repeat of the last AGM, could I please ask you all to remain courteous and respectful towards other members?

After the Annual General Meeting is closed, we invite you to a question and answer session.

The following report covers the period from the 7th September 2022 when the Trustees, Honorary members and Council Members were partially elected for the ensuing year.

The aborted Annual General Meeting elected myself, Bill Cooper, and Joe Hanbury to act as Joint Honorary Chairman, Bill Evans as Honorary Treasurer, Charlotte Price and John Jarvis as Joint Honorary Secretary for the ensuing 12 months until the next Annual General Meeting in November 2023.

Unfortunately due to frequent interruptions no other business was agreed at this meeting and the AGM was aborted to be re-convened at a later date.

Minutes of the aborted Annual General Meeting are available to all members.

The meeting on the 7th September 2022 became a general discussion on the Constitution under which the AGM should have been carried out. The general consensus of the meeting was that those that had been elected should investigate the actual legal position and re-convene the AGM at a later date. This we have done and I set out the actions we have taken, the investigations made, and the conclusions reached.

I also have to report that Joe Hanbury resigned as the Joint Chairman on the 6th October 2022. This left four of us and we decided to co-opt Sharon Ryder onto the Council in accordance with Clause 9. (c) of the Constitution.

Our first task was to look at all the current records to see what urgent actions had to be taken to ensure the Loddon Hall could continue to trade. We found that apart from some minor administrative actions the Loddon Hall finances and administrative systems were in a good state and Loddon Hall was able to continue to trade and cover its debts. For this we would like to thank the outgoing Executive Committee of Alan Wrigley, Dawn Goodhew and Paula Houghton.

- Secondly our Treasurer, Bill Evans, met with Paula Houghton to take over the management of the finances and ensure all payments necessary to keep the Loddon Hall running were made. The outgoing Treasurer, Paula Houghton, and our new Treasurer, Bill Evans, will report further on this in Item 6.

They will also comment on the Audited Accounts which you will be asked to approve.

I would like to thank both Paula and Bill for an orderly transition of the Treasurer's duties.

Thirdly our Joint Honorary Secretaries, Charlotte Price and John Jarvis, were tasked with looking at the Constitution under which the T&RCA should be working under and I am able to confirm that following a discussion with the Charity Commission and advice from our solicitors, the current Constitution is the Original Constitution dated 4th April 1967.

They have discovered that the Draft Constitution dated 12th May 1993 had never formally been accepted by the Charity Commission. Formal acceptance by either the Charity Commission, the Secretary of State for Education or the Supreme Court is required to alter the Objects of the Charity.

As there is no record in the Minutes of the T&RCA the Original Constitution dated 4th April 1967 still applies. This has been confirmed by the Charity Commission and our solicitors.

Finally at one of our early meetings we decided that the Loddon Hall Bar should revert back from the Loddon Hall Social Club to the T&RCA so that any surplus from these activities could be used to fund Loddon Hall. We were concerned that the T&RCA had not received any surplus funds from the Social Club for at least the last 22 years despite their being a Covenant requiring all surplus funds to be paid to the T&RCA.

In order to revert the bar to the T&RCA we had to transfer the Premises Licence to the association and appoint one of our Trustees, John Jarvis, as the Designated Premises Supervisor.

This has been carried out and the bar is now available for functions at Loddon Hall.

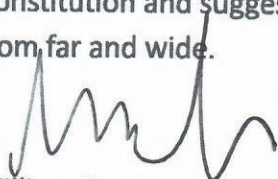
We now have two employees. Sharon Ryder who manages the Loddon Hall and records all hirers. Charlotte Price who carries out a daily clean of all rooms used during the previous period.

As Charlotte is now an employee and receives a wage she is no longer eligible to be an Honorary Secretary. She is now the Joint Secretary of the T&RCA. Both of these people are Members of the Council.

Looking to the future we have invested in new technology to enable a Point of Sale system for the bar till and under going trials on Hall Wizard, which enables bookings to be electronically registered, Issue Invoices and track payments.

We will also be investigating providing electrical connections for up to four Electric Car Chargers. Owing to the increase in gas and electrical prices we will also be investigating raising the Insulation in the Hall to reduce energy costs, installing Solar Panels on the roof and possibly changing the heating to a Ground Source Heat Pump. All of these will cost fairly large sums of money but the benefit of lower energy costs for the future will repay this outlay in some 6-8 years.

Finally we are concerned at the lack of volunteers to help run this Hall possibly due to the Trustees of a Charity being responsible for the debts of the Charity and we are asking for your support today to change our Charity Status to a Charitable Incorporated Organisation (CIO) which will reduce the indebtedness of the Trustees. We will also be looking at the "Area of Benefit" in the Old Constitution and suggest this should be broadened to cover surrounding villages as our users come from far and wide.

A handwritten signature in black ink, appearing to be 'William Cooper', written in a cursive style.

William Cooper

President/Chairman of Trustees/Council Members

**Twyford & Ruscombe Community Association:
Registered Charity Number 300217**

Accounts and Independent Examiner's Report
31 March 2022

Twyford & Ruscombe Community Association: Registered Charity Number 300217

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Twyford & Ruscombe Community Association: Registered Charity Number 300217

Independent examiner's report on the unaudited accounts of Twyford & Ruscombe Community Association: Registered Charity Number 300217

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2022.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- 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 and;
- to state whether particular matters have come to my attention.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and I consequently do not express an audit opinion on the view given by the accounts.

Basis of independent examiner's report

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:

- 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.

S A Metcalf
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Mr S Metcalf (ACA, Institute of Chartered Accountants in England and Wales)

Date: 04/09/2022
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**Receipts & Payments Account
for the year ended 31 March 2022**

	Unrestricted	Restricted	Endowment	2022 Total	2021 Total
	£	£	£	£	£
A1 Receipts					
Affiliate Fees and subscriptions	25	-	-	25	-
Room Hire	27,260	-	-	27,260	12,707
Grants	16,000	-	-	16,000	32,745
Other Receipts	6,431	-	-	6,431	2,641
<i>Sub Total</i>	<u>49,716</u>	<u>-</u>	<u>-</u>	<u>49,716</u>	<u>48,093</u>
A2 Assets and Investment sales, etc	-	-	-	-	-
<i>Total receipts</i>	<u>49,716</u>	<u>-</u>	<u>-</u>	<u>49,716</u>	<u>48,093</u>
A3 Payments					
Employee Costs	16,223	-	-	16,223	19,415
Premises costs	11,665	-	-	11,665	16,040
Repairs	3,302	-	-	3,302	1,745
General Administrative expenses	4,711	-	-	4,711	5,035
Fundraising	30	-	-	30	25
Legal and professional costs	250	-	-	250	500
Other finance charges	276	-	-	276	274
Other payments	5,190	-	-	5,190	4,853
<i>Sub Total</i>	<u>41,647</u>	<u>-</u>	<u>-</u>	<u>41,647</u>	<u>47,887</u>
A4 Assets and Investment purchases, etc	-	-	-	-	-
<i>Total payments</i>	<u>41,647</u>	<u>-</u>	<u>-</u>	<u>41,647</u>	<u>47,887</u>
(Net of payments)/net of receipts	8,069	-	-	8,069	206
A5 Transfers between funds					
A6 Cash funds last year end	32,685	-	-	32,685	32,479
Cash funds this year end	<u>40,754</u>	<u>-</u>	<u>-</u>	<u>40,754</u>	<u>32,685</u>

Twyford & Ruscombe Community Association: Registered Charity Number 300217

**Statement of assets and liabilities
As at 31 March 2022**

	Unrestricted £	Restricted £	Endowment £	2022 Total £	2021 Total £
B1 Cash funds					
Natwest	40,736	-	-	40,736	32,667
Cash in hand	18	-	-	18	18
<i>Total cash funds</i>	<u>40,754</u>	<u>-</u>	<u>-</u>	<u>40,754</u>	<u>32,685</u>
B2 Other monetary assets					
VAT reclaim	-	-	-	-	178
Trade debtors	30,750	-	-	30,750	15,494
	<u>30,751</u>	<u>-</u>	<u>-</u>	<u>30,751</u>	<u>15,672</u>
	Cost (optional) £	Current value (optional) £		2022 Total £	2021 Total £
B3 Investments Assets	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>
B4 Assets retained for charity's own use					
Premises	81,156	-		81,156	81,156
Furniture fixtures and fittings	2,666	-		2,666	2,666
	<u>83,822</u>	<u>-</u>		<u>83,822</u>	<u>83,822</u>
B5 Liabilities					
Trade Creditors	-	-		-	1881
Accruals	250	-		250	250
HM Revenue & Customs	2,462	-		2,462	328
Other liabilities	1,360	-		1,360	1170
	<u>4,072</u>	<u>-</u>		<u>4,072</u>	<u>3,629</u>

The trustees consider a Receipts and Payments accounts to be the appropriate form of report and the accounts to be reviewed by an Independent Examiner.

All funds received were free funds. There were no other restricted or endowed funds.

We approve these accounts and confirm that we have made available all relevant records and information for their preparation.

P.J. Houghton

P.J. Houghton (Sep 4, 2022 19:42 GMT+1)

Mrs P Houghton

Date: 04/09/2022

D Goodhew

Mrs D Goodhew

Date: 05.09.22

Notes to the Accounts
For the year ended 31 March 2022

	2022	2021
	Total	Total
	£	£
Receipts		
Affiliate Fees and subscriptions	25	-
Room Hire	27,260	12,707
Grants	16,000	32,745
<i>Sub total receipts</i>	<u>43,285</u>	<u>45,452</u>
Other receipts		
Deposits received	-	83
Output VAT	6,431	2,558
<i>Sub total other receipts</i>	<u>6,431</u>	<u>2,641</u>
<i>Total receipts & other</i>	<u>49,716</u>	<u>48,093</u>
Employee payments		
Employee wages & NI	<u>16,223</u>	<u>19,415</u>
	<u>16,223</u>	<u>19,415</u>
Premises payments		
General rates	385	302
Water rates and services	508	7,243
Light and heat	8,989	6,612
Cleaning	1,783	1,883
	<u>11,665</u>	<u>16,040</u>
Repairs		
Repairs & maintenance	<u>3,302</u>	<u>1,745</u>

Notes to the Accounts
For the year ended 31 March 2022

	2022	2021
	Total	Total
	£	£
General administrative payments		
Printing and stationery	22	83
Telephones	662	647
Software and computer expenses	235	160
Insurance	3,390	2,827
Licence fees	402	1,318
	<u>4,711</u>	<u>5,035</u>
Fundraising		
Advertising and PR	<u>30</u>	<u>25</u>
Legal and professional payments		
Accountants fees	<u>250</u>	<u>500</u>
Other finance payments		
Bank charges	<u>276</u>	<u>274</u>
Other payments		
Input VAT	5,190	3,959
Deposits returned	-	893
	<u>5,190</u>	<u>4,853</u>