

POLLYFIELD COMMUNITY ASSOCIATION

England & Wales · Charity number 300765

Details

Other names	EAST-THE-WATER COMMUNITY ASSOCIATION, POLLYFIELD CENTRE
Status	Registered
Legal form	Other
Registered	1968-12-20
Register	View on the Charity Commission register

Contact

Address Pollyfield Community Centre
Avon Road
Bideford
EX39 4BL

Phone 01237 478734

Email admin@pollyfield.org

Website www.pollyfield.org

Activities

Objects: TO PROMOTE THE BENEFIT OF THE INHABITANTS OF THE PARISH OF AND COMING WITHIN THE BOUNDARIES OF BIDEFORD BOROUGH TRUSTEE BOARD (AREA OF BENEFIT) WITHOUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING TOGETHER THE LOCAL AUTHORITIES, VOLUNTARY ORGANISATIONS AND INHABITANTS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS

Activities: To establish and maintain a Community Centre for the inhabitants of the Parish of Bideford and to promote the centre for their benefit by providing facilities in the interest of social welfare for recreation and leisure time occupation

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Amateur Sport, Economic/community Development/employment
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** SEE OBJECTS
- Devon

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£97,539	£69,113	-	-
2024-03-31	£57,838	£48,734	-	-
2023-03-31	£20,193	£24,134	-	-
2022-03-31	£17,887	£16,582	-	-
2021-03-31	£19,581	£21,793	-	-

Trustees

Name	Role	Appointed
John Hirst	Chair	2021-03-28
Allison Griffin		2023-03-12
Elizabeth Stannard		2013-12-11
Gary David Ford		2021-03-01
Graham Hooper		2023-03-12
Kevin Cannon		2022-04-25
Loretta Hewitt		2025-08-27
Mark Screech		2023-03-12
Matthew John Cleverly		2024-01-31
Petra Cannon		2025-08-27
Steve Hopkins		2023-03-12

POLLYFIELD COMMUNITY ASSOCIATION

England & Wales - Charity number 300765

Accounts

Trustees' Annual Report

For the Year Ended 31st March 2025

Pollyfield Community Association

Charity Registration Number: 300765

1. Objectives and Activities

Charitable Purpose

Pollyfield Community Association exists to promote the benefit of the inhabitants of Bideford and the surrounding area, providing facilities and services that support community cohesion, welfare, recreation, and education.

Main Activities

The Community Centre also hosts and manages occasional fundraising events and oversees the operation of the licensed premises (Shamwickshire House), which occupies the same building and is run under an occupational license by the charity's wholly owned trading subsidiary.

Public Benefit

The trustees confirm that they have had regard to the Charity Commission's guidance on public benefit and ensure that the Association's activities are accessible and benefit a wide cross-section of the local community.

2. Achievements and Performance

The 2024–2025 financial year was a successful and proactive year for the Association:

- Income rose significantly, with total receipts of £97,539, up from £57,839 the previous year.
- Major sources of income included room hire (£22,973), catering and lunches (£13,543), and donations (£24,364), reflecting continued community engagement and support.
- Trustees oversaw several refurbishment projects totalling nearly £30,000 in building investment, improving the premises for users.
- A dedicated fundraising drive raised £14,630 for a new children's play area, which was successfully installed shortly after year-end.
- Community partnerships were strengthened through regular engagement with local clubs and councillors, and continued liaison with user groups.

3. Financial Review

Financial Position

The Association achieved a surplus of £20,619 for the year, increasing its total funds (including fixed assets) to £126,286.

While all funds are unrestricted in accounting terms, the trustees had earmarked £14,630 for the children's play area, which was spent shortly after year-end.

The charity continues to maintain sufficient liquid reserves and is considered financially stable.

Reserves Policy

At present, the trustees do not formally hold reserves beyond day-to-day working balances.

Funds are applied promptly to essential building works and maintenance, as the premises continue to require significant investment following many years of underinvestment.

At 31 March 2025, unrestricted current assets (excluding earmarked funds) stood at approximately £33,366, representing sufficient working capital to cover short-term obligations and planned refurbishment work.

The trustees keep the reserves position under review and aim to maintain a sustainable balance between operational flexibility and financial prudence.

Risk Management

Key operational and financial risks are monitored by the trustees. Recent focus areas have included:

- Maintenance of the building and security systems
- Management of the car park permit system
- Oversight of the relationship with Shamwickshire House Ltd
- Ensuring financial controls and bookkeeping remain compliant and up to date

4. Structure, Governance, and Management

Governing Document

Pollyfield Community Association is a registered unincorporated charity governed by a Constitution adopted in 1968 and last updated in line with Charity Commission recommendations.

Trustee Recruitment and Training

Trustees are recruited from the local community and are appointed via resolution at general meetings or through co-option by existing trustees. All trustees are familiar with the charity's governing document and receive ongoing support in understanding their legal and operational responsibilities.

Management

The charity is governed by a board of trustees, with support from volunteers and part-time staff. As a small charity, some trustees also assist with day-to-day operations in roles such as finance, bookings, maintenance, and liaison with the subsidiary. The board remains responsible for strategic oversight and ensures proper separation of duties where required.

Several trustees also hold operational roles.

For example, Gary Ford is the Designated Premises Supervisor (DPS), and Kevin Cannon supports finance, IT Systems and regulatory compliance.

5. Subsidiary Company

Shamwickshire House Ltd is a wholly owned subsidiary of the charity, operating the licensed bar. Profits are gift-aided back to the Association in support of its charitable purposes. The subsidiary maintains separate accounts and is managed by a board of directors who are also trustees of the charity.

6. Independent Examiner

The accounts have been independently examined by MSHS Consultancy Ltd (Matthew Horn), in accordance with the Charities Act 2011. The examiner's report is included with the annual accounts.

7. Trustees in Office During the Year

- John Hirst (Chair)
- Matthew John Cleverly
- Steve Hopkins
- Mark Screech
- Graham Hooper
- Allison Griffin
- Kevin Cannon (Secretary)
- Gary David Ford
- Elizabeth Stannard (Treasurer)

Approved by the Trustees and signed on their behalf by:

Name: Kevin Cannon

Position: Secretary

Date: 26th January 2026



POLLYFIELD COMMUNITY ASSOCIATION

REGISTERED CHARITY NO - 300765

**TRADING ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2025**

POLLYFIELD COMMUNITY ASSOCIATION REGISTERED CHARITY NO - 300765

**GENERAL INFORMATION
FOR THE YEAR ENDED 31ST MARCH 2025**

TRUSTEES

- John Hirst (Chair)
- Matthew John Cleverly
- Steve Hopkins
- Mark Screech
- Graham Hooper
- Allison Griffin
- Kevin Cannon (Secretary)
- Gary David Ford
- Elizabeth Stannard (Treasurer)

ADDRESS

Pollyfield Community Centre Avon Road
Bideford
EX39 4BL

**POLLYFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NO - 300765**

FOR THE YEAR ENDED 31ST MARCH 2025

Independent Examiners report to the trustees on the unaudited financial statements of Pollyfield Community Association

I report on the accounts of Pollyfield Community Association for the year ended 31st March 2025

Responsibilities of Trustees and independent Examiner

As the Charity's trustees you are responsible for both the preparation of the accounts and the consideration of the audit requirement of section 144(2) of the Charities Act 2011 does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the 2011 Act, to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)b of the 2011 Act as amended, and to state whether particular matters have come to my attention during my examination.

Basis of independent examiners Statement

My examination was carried out in accordance to the Charity Commissions general directions. This includes a review of all accounting records kept and maintained by the charity, along with a comparison of the accounts and seeking the trustees explanations for such matters.

Independent examiners statement

In connection to my examination no matter has come to my attention during my review.

which gives any cause to believe that any material respect the requirements:-
- to keep proper accounting records in accordance with section 130 of the 2011 Act
- to prepare accounts in accordance with the accounting records and to comply with the accounting requirements to the 2011 Act have not been met or to which, in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Matthew Horn
MHSH Consultancy Limited t/a MSH Accounting
27 Blackmore Avenue
Bideford
Devon
EX39 5QE

Date: 10/12/25

POLLYFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER - 300765
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2025

	<i>Year Ended</i> 31.3.25		<i>Year Ended</i> 31.3.24		
	£	£	£	£	
Income					
Room hire		22,973		17,015	
Occasional hire		7,309		7,509	
Shamwickshire House rent		12,000		12,000	
Catering and lunch income		13,543		10,222	
Activities for generating funds		5,619		1,974	
Grants received		11,075		5,975	
Donations		24,364		2,554	
SWW network ariel		350		-	
Meta / Facebook income		85		-	
Miscellaneous income		146		567	
Bank Interest Received		77		22	
		<u>97,539</u>		<u>57,839</u>	
Cost of Sales					
Catering and lunch costs	7,513		7,377		
Cost of activities for generating funds	<u>295</u>		<u>1,657</u>		
		7,808		9,033	
Expenditure					
Wages	19,934		15,010		
Light and heat	8,534		4,120		
Water	2,934		1,345		
Premises refrubishment and maintenance	29,741		11,045		
Printing, postage and stationery	991		639		
Phone	242		-		
Kitchen equipment	1,927		1,265		
Office costs	1,007		333		
Cleaning expenses	644		1,749		
Insurance	710		1,212		
Professional fees	305		300		
Sundry items	137		760		
Fire and security costs	304		-		
Subscriptions and licences	22		423		
Fines	200		-		
Amortisation of leasehold property	1,314		1,314		
Depreciation of fixtures and fittings	<u>168</u>		<u>186</u>		
		69,113		39,702	
Surplus / (Deficit)		<u><u>20,619</u></u>	21%	<u><u>9,103</u></u>	16%

**POLLYFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER - 300765
BALANCE SHEET AS AT 31ST MARCH 2025**

	2025	2024
	<u>£</u>	<u>£</u>
FIXED ASSETS		
Tangible assets	78,290	79,772
CURRENT ASSETS		
Stock	-	-
Trade debtors	23,154	18,074
Prepayments and accrued income	-	310
Cash at bank and in hand	25,142	8,198
Bank current account	1,099	
General Savings account	6,003	
Lunch club bank account	2,892	
Grant bank account	208	
Pollyfield Park fund	14,630	
Cash held	310	
	<u>48,296</u>	<u>26,581</u>
CURRENT LIABILITIES		
Trade creditors	-	-
PAYE	-	386
Accrued expenses	300	300
	<u>300</u>	<u>686</u>
NET CURRENT ASSET / (LIABILITIES)	<u>47,996</u>	<u>25,895</u>
NET ASSETS	<u>126,286</u>	<u>105,667</u>
FUNDS		
Unrestricted funds	126,286	105,667
Restricted funds	-	-
	<u>126,286</u>	<u>105,667</u>

**POLLYFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NO - 300765**

FOR THE YEAR ENDED 31ST MARCH 2025

Independent Examiners report to the trustees on the unaudited financial statements of Pollyfield Community Association

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Matthew Horn
MHSH Consultancy Limited t/a MSH Accounting
27 Blackmore Avenue
Bideford
Devon
EX39 5QE

Date: 10/12/25

POLLYFIELD COMMUNITY ASSOCIATION

England & Wales - Charity number 300765

Accounts



Trustees' Annual Report for the period

From 1st April 2023 To 31st March 2024

Charity name: POLLYFIELD COMMUNITY ASSOCIATION

Charity registration number: 300765

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 the inhabitants of the Parish and coming within the boundaries of Bideford without distinction of sex or political, religious or other opinions. By associating together, the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.
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	Providing Rentable space for various health and recreational groups to facilitate local services. Provide community coffee mornings, Affordable community Lunches and Family fun community days and Events.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit. In carrying out their duties, the trustees have ensured that the charity's activities are aligned with the public benefit requirements. They have reviewed and considered the relevant guidance documents and have taken these into account when making decisions. The trustees are committed to ensuring that the charity's purposes are carried out for the public benefit and have documented their considerations and decisions accordingly.

Achievements and Performance

	SORP reference	
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	The Pollyfield Community Centre has made significant contributions to the local community by providing a welcoming, inclusive space for social, educational, and recreational activities. Over the past year, the Centre has delivered a range of initiatives that have enriched the lives of its beneficiaries and contributed to the broader well-being of the community.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See Attached Financial Review The Pollyfield Community Association has demonstrated strong financial performance in the year ending 31st March 2024. The return to a net surplus after a previous deficit showcases effective management and growth in key revenue streams. With continued focus on cost management and diversification of income, the association is well-positioned for sustained success and community service in the coming years.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Currently Trustees do not consider it necessary to hold reserves.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	It has been necessary to apply funds as soon as possible to maintenance and repairs as the building has been neglected over the past 10 to 15 years by previous regimes. As the building is improved regular income is increasing from our rentable space so we do not foresee any issues with income.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are currently no concerns with the Charities ability to continue and strengthen in coming years

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	Rentable Space Fundraising Grants Shamwickshire House Ltd (Subsidiary)
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	CONSTITUTION ADOPTED 29/06/1966 As Amended on 25/09/2007 As Amended on 19/04/2009 As Amended on 18/11/2010 As Amended on 01/02/2012 As Amended on 16/10/2024
How is the charity constituted?	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	1) Election by Members 2) Co-option by the board of Trustees

Reference and Administrative details

Charity name	Pollyfield Community Association
Other name the charity uses	Pollyfield Community Centre
Registered charity number	300765
Charity's principal address	Avon Road Bidford Devon EX39 4BL

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	John Hirst	Chair		AGM
2	Kevin Cannon	Secretary		AGM
3	Elizabeth Stannard	Treasurer		AGM
4	Gary David Ford	DPS		AGM
5	Matthew John Cleverly		Appointed 31 January 2024	Co-Opted
6	Steve Hopkins			AGM
7	Mark Screech			AGM
8	Graham Hooper			AGM
9	Allison Griffin			AGM
10	Allan Powe			AGM
11				

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not Applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not Applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not Applicable

Other optional information

None

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		

Pollyfield Community Association - Annual Financial Report

For the Year Ended 31st March 2024

Introduction

This report provides an overview of the financial performance of the Pollyfield Community Association for the financial year ending 31st March 2024. The association, a registered charity (No. 300765), operates to serve the local community by offering various services, events, and activities. This report highlights the income, expenses, and overall financial health of the association.

1. Income Overview

The association generated a total income of £57,839, reflecting a strong increase compared to the previous year. The primary sources of income included:

- Regular Venue Hire: £17,015
- Occasional Venue Hire: £7,509
- Shamwickshire House Rent: £12,000
- Catering and Lunch Income: £10,222
- Activities for Generating Funds: £1,974
- Grants Received: £5,975
- Donations: £2,554
- Miscellaneous Income: £567
- Bank Interest Received: £22

2. Cost of Sales

The association incurred a total cost of sales of £9,033, which mainly consisted of:

- Catering and Lunch Costs: £7,377
- Costs of Activities for Generating Funds: £1,657

3. Expenditure Analysis

The total expenditure for the year amounted to £39,702, distributed as follows:

- Wages: £15,010
- Light and Heat: £4,120 (This represents half of the bills as SH Paid the other 50%)
- Water: £1,345 (Also Split with SH)
- Premises Refurbishment and Maintenance: £11,045
- Printing, Postage, and Stationery: £639
- Kitchen Equipment: £1,265
- Office Costs: £333

- Cleaning Expenses: £1,749
- Insurance: £1,212
- Professional Fees: £300
- Sundry Items: £760
- Subscriptions and Licenses: £423
- Amortization of Leasehold Property: £1,314
- Depreciation of Fixtures and Fittings: £186

4. Financial Performance

The association achieved a net surplus of £9,103, which represents 16% of the total income. This is a remarkable turnaround from the previous year, which recorded a deficit of £3,941. The surplus can be attributed to the increased income from room hire, rent from Shamwicks House Ltd now being paid, and catering services, as well as effective management of costs.

5. Balance Sheet

As of 31st March 2024, the association's financial position was as follows:

- Fixed Assets: £79,772
- Current Assets: £26,581
- Current Liabilities: £686
- Net Current Assets: £25,895
- Net Assets: £105,667

The net assets grew from £96,564 in 2023 to £105,667 in 2024, indicating a stable and positive financial position.

6. Key Insights and Recommendations

1. Growth in Revenue Streams:

The association's ability to generate income from various sources, particularly room hire and catering, has proven to be effective.

Continued efforts to expand these services could further enhance financial stability.

2. Cost Management:

Although expenditure on wages and property maintenance is essential, the trustees are always exploring ways to optimize these costs without compromising service quality.

3. Investment in Facility Maintenance:

The significant spending on premises refurbishment and maintenance highlights the association's commitment to maintaining a welcoming and safe environment.

Regular assessment of these expenses should be undertaken to ensure cost-effectiveness.

4. Focus on Fundraising Activities:

Activities aimed at generating funds accounted for a small percentage of the income. Increasing efforts in fundraising and seeking more grants or donations could provide a more diversified income base, reducing reliance on room hire and catering.

Conclusion

The Pollyfield Community Association has demonstrated strong financial performance in the year ending 31st March 2024. The return to a net surplus after a previous deficit showcases effective management and growth in key revenue streams. With continued focus on cost management and diversification of income, the association is well-positioned for sustained success and community service in the coming years.

**POLLYFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NO - 300765**

**TRADING ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2024**

**POLLYFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NO - 300765**

**GENERAL INFORMATION
FOR THE YEAR ENDED 31ST MARCH 2024**

ADDRESS

Pollyfield Community Centre
Avon Road
Bideford
EX39 4BL

TRUSTEES

John Hirst - Chair
Kevin Cannon - Secretary
Elizabeth Stannard - Treasurer
Gary David Ford - DPS
Matthew John Cleverly
Steve Hopkins
Mark Screech
Graham Hooper
Allison Griffin
Allan Powe

POLLYFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER - 300765
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2024

	<i>Year Ended</i> 31.3.24		<i>Year Ended</i> 31.3.23		
	£	£	£	£	
Income					
Room hire		17,015		9,330	
Occasional hire		7,509		3,670	
Shamwickshire House rent		12,000		501	
Catering and lunch income		10,222		-	
Activities for generating funds		1,974		1,462	
Grants received		5,975		4,500	
Donations		2,554		716	
Miscellaneous income		567		14	
Bank Interest Received		22		-	
		<u>57,839</u>		<u>20,193</u>	
Cost of Sales					
Catering and lunch costs	7,377		-		
Cost of activities for generating funds	<u>1,657</u>		<u>-</u>		
		9,033		-	
Expenditure					
Wages	15,010		10,122		
Light and heat	4,120		-		
Water	1,345		3,300		
Premises refurbishment and maintenance	11,045		5,724		
Printing, postage and stationery	639		-		
Kitchen equipment	1,265				
Office costs	333		67		
Cleaning expenses	1,749		-		
Insurance	1,212		2,200		
Professional fees	300		1,200		
Sundry items	760		-		
Subscriptions and licences	423				
Amortisation of leasehold property	1,314		1,314		
Depreciation of fixtures and fittings	<u>186</u>		<u>207</u>		
		39,702		24,134	
Surplus / (Deficit)		<u><u>9,103</u></u>	16%	<u><u>- 3,941</u></u>	-20%

**POLLYFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NUMBER - 300765
BALANCE SHEET AS AT 31ST MARCH 2024**

	2024	2023
	<u>£</u>	<u>£</u>
FIXED ASSETS		
Tangible assets	79,772	81,272
CURRENT ASSETS		
Stock	-	-
Trade debtors	18,074	13,074
Prepayments and accrued income	310	-
Cash at bank and in hand	8,198	3,418
Bank current account	5,908	
Lunch club bank account	1,842	
Grant bank account	205	
Cash held	242	
	<u>26,581</u>	<u>16,492</u>
CURRENT LIABILITIES		
Trade creditors	-	1,200
PAYE	386	-
Accrued expenses	300	-
	<u>686</u>	<u>1,200</u>
NET CURRENT ASSET / (LIABILITIES)	<u>25,895</u>	<u>15,292</u>
NET ASSETS	<u>105,667</u>	<u>96,564</u>
FUNDS		
Unrestricted funds	105,667	96,564
Restricted funds	-	-
	<u>105,667</u>	<u>96,564</u>

**POLLYFIELD COMMUNITY ASSOCIATION
REGISTERED CHARITY NO - 300765**

FOR THE YEAR ENDED 31ST MARCH 2024

Independent Examiners report to the trustees on the unaudited financial statements of Pollyfield
Community Association

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Matthew Horn
27 Blackmore Avenue
Bideford
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EX39 5QE

Date: 30th November 2024