

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 Shamwicks 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

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