

# **BRIGHTLINGSEA COMMUNITY ASSOCIATION**

Charity Number 301265

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 28th FEBRUARY 2021**



***Community  
Accounts Service***

# **BRIGHTLINGSEA COMMUNITY ASSOCIATION**

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# **BRIGHTLINGSEA COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2021**

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**Charity Name:** Brightlingsea Community Association

**Charity Number:** 301265

**Correspondence Address:** Brightlingsea Community Centre  
Lower Park Road  
Brightlingsea  
Colchester  
Essex CO7 0LG

**Telephone / Fax Number:** 01206 302055

**E-Mail Address:** bcasecretary@aol.com

**Web-Site:** [www.bseacc.co.uk](http://www.bseacc.co.uk)

**Trustees:** Hilary Scott – Chairperson  
Tracy Brown - Vice Chairperson (resigned 29/07/2020)  
Lillian King – Honorary President  
Jeremy Crawley - President  
Kieren Hynd - Treasurer  
Simon Creek (resigned 02/08/2020)  
Barbara Garcia  
Lorraine Granderson  
Delia Groome  
Peter Patrick  
Christine Walker  
Roland Worrall  
Stacey Welham  
Kate Young

**Accountant:** Winsley's House  
High Street  
COLCHESTER  
Essex  
CO1 1UG

**Bankers:** Barclays Bank  
Prettygate, Colchester, Essex

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# **BRIGHTLINGSEA COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2021**

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### **History, objectives and activities of the Charity**

Brightlingsea Community Association was established as a charity in 1966 to build and maintain the Community Centre and to manage the centre for the activities promoted by the Association

The Charity promotes the benefits of the inhabitants of Brightlingsea by associating local authorities, voluntary organisations and inhabitants in a common effort to advance education and provide facilities in the interests of social welfare for recreation and leisure time occupation.

### **Management and governance arrangements**

The Charity's Constitution provides for a minimum of twelve and a maximum of twenty trustees.

The proceedings of the Trustees shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

The Trustees are appointed by the members at the Annual General Meeting, the Honorary Officers are subsequently elected from the Board of Trustees by the members present at the Annual General Meeting.

New Trustees would receive copies of the previous year's annual report and accounts together with a copy of the Charity Commission leaflet; The Essential Trustee – 'What You Need to Know'.

The functions, powers and duties of the Trustees shall include:

- a. All matters in connection with Membership, Committees and Meeting
- b. All matters in connection with the use of the Community Centre
- c. All matters in connection with the care and maintenance of the Community Centre and grounds including the authorisation of all expenditure for such purposes.
- d. The authorisation of all expenditure on items for improvement at the Community Centre over an expenditure of £250 per calendar month
- e. The engagement, supervision and all matters relating to full time and part time employees
- f. The organisation and planning of functions and events promoted by the Association
- g. All day to day matters connected with the operation of the Community Centre including security
- h. All publicity matters
- i. All financial matters including the operation of the Association bank accounts and the approval to borrow money in excess of £2000 per annum and also to the limitations in d)

# **BRIGHTLINGSEA COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2021**

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### **Procedures and Policy**

The Trustees meet monthly to discuss matters relating to the management of the Community Centre. The Chairperson shall act as chair at meetings of the Trustees; if the Chairperson is absent from any meeting, the members of the Trustees present shall choose one of their number to be chair of the meeting before any other business is transacted. Every matter is determined by a majority of votes of the Trustees present and voting on the question but in the case of equality of votes, the Chairperson of the meeting shall have a second or casting vote. Minutes are kept of the proceedings at meetings of the Trustees and any sub-committee meetings.

### **Achievements and Performance of the Charity**

The Board of Trustees are happy to report that Community Centre Staff and Trustees have continued with our schedule of general maintenance which has been very difficult in this past year. With special thanks to a generous donation from Maureen and Peter Patrick we have been able to re-carpet the foyer area and the bar area. We have also had some wonderful volunteers painting the foyer, bar, MPR room and Family room. During this difficult time this has been quite an achievement. The entrance to the bar has also been made to look more welcoming with astro turf and lights.

As required, we have fulfilled all our legal requirements regarding the annual inspection and testing of portable appliances, gas appliances and fire fighting equipment.

Our regular clubs and affiliated organisations still maintain their support for us and again we are most grateful to them; Beach Hut Association, Cinque Port Liberty, Co-Op Women's Guild, Crab & Winkle C&W Club, Family Support, Horticultural Society, Panto Group, Seaview Players, Oasis Community Church, Sebeena Club and Spiritualist Church.

### **We are also very grateful to the organisers of our internal clubs for their efforts over the past year:**

- Table Tennis Club meet on Wednesday evenings from 7.30pm.
- The Indoor Bowls Club meet on Wednesday mornings in the Liberty Hall.

We have continued with our regular fund raising events; the refreshment stall at the Town Show, Social Evenings, Car Boot Sales, Coffee Morning and Community Cinema; all of which have proved extremely popular. Throughout the year when allowed we also hosted Drag Nights, Horse Race Nights, Monthly Cash Bingo, Darts Tournaments, Children's Christmas Cinema, Family Karaoke and Christmas Market. We were also extremely lucky that Panto Group hosted a Quiz evening with all funds raised being donated to the Community Centre.

# **BRIGHTLINGSEA COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2021**

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We are pleased to report that the net total raised throughout the financial year by fund raising again exceeded £3,937 and we thank everyone involved with this effort whole heartedly, taking into account the year we have had. We do rely on our fundraising to help keep the Community Centre open.

We can report that Income from hall hires for the year ending February 2021 is better than we expected and thank our regular hirers for their loyalty; Taoist Tai Chi Society, Fitness Class, SING Brightlingsea, Line Dance Class, Fight Klub, Pulse Performers, Gift Box, Paper Craft Class, Oasis Community Church, Colchester MIND. Co-Op women's guild, Family Support, Bright Lights, Monday Craft Club and Woolly Bully Knitting Club.

### Future Plans

The Board of Trustees shall endeavour to further improve the facilities offered at the Community Centre for local residents with our planned projects including:

- The continued program to change all lighting to LED to reduce expenditure
- New seat cushions in the Multi Purpose Room

### Statement of Trustees Responsibilities

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011.

The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board of Trustees have had due regard to the Charity Commission's Public Benefit guidance when exercising powers or duties to which the guidance is relevant".

### Statement from the Charity Chairperson

The past year has proven challenging in so many ways. I am however happy that we, as a Board of Trustees, have made every effort in the face of a global pandemic, constant increases in utility costs and minimum wage rates to end the year with a profit of £9,258. This figure includes crucial funding provided by the government to help organisations such as ourselves survive through the uncertain months ahead. The Trustees are aware that there is much hard work to undertake to enable the Charity to trade profitably on its own in the future but I am certain that the dedication and commitment of the Trustees will ensure the longevity of the Community Centre for all to enjoy.

# **BRIGHTLINGSEA COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2021**

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We are extremely lucky to have a dedicated, loyal team of employees who work to ensure the Community Centre and its Bar are kept clean and tidy and function smoothly and I thank each and every one of them. I would personally like to thank the Finance Committee for the dedication and time given. This year we have had to be available daily/weekly for meetings. We have worked tirelessly to keep our staff in employment and keep our Community Centre open.

We are under no illusions that the coming year is going to be difficult and are actively looking for volunteers to assist with fundraising, grant applications and professional services. If you have time to volunteer, please get in touch - Brightlingsea has an abundance of talent and I am sure if we all pull together we can come out of 2021 a stronger community.

Finally, I have enjoyed my fourth term as Chairperson and thank my fellow Trustees and the Centre Manager for their support. Should I be re-elected, I will again strive to continue to gain grants, raise funds and heighten the profile of the Community Centre whilst working in unison with my fellow Trustees.



*Hilary Scott*

*Chairman of the Trustees*

# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 28 FEBRUARY 2021

|  | Note | Unrestricted<br>Total<br>£ | Restricted<br>Total<br>£ | 2021<br>Total<br>£ | 2020<br>Total<br>£ |
|--|------|----------------------------|--------------------------|--------------------|--------------------|
| <b><u>Incoming resources</u></b>                   |      |                            |                          |                    |                    |
| Income from Charitable activities                  | 2    | 22,549                     | -                        | 22,549             | 185,018            |
| Income from Investments                            | 4    | 37                         | -                        | 37                 | 104                |
| Donations and Legacies                             | 3    | 103,346                    |                          | 103,346            | 2,988              |
| Funds Raised                                       |      | 3,963                      |                          | 3,963              | 9,903              |
| <b>Total income and Endowments</b>                 |      | <b>129,896</b>             | <b>-</b>                 | <b>129,896</b>     | <b>198,013</b>     |
| <b><u>Expenditure on Charitable activities</u></b> |      |                            |                          |                    |                    |
| Charitable activities                              | 5    | 120,611                    | -                        | 120,611            | 194,876            |
| Expenditure on raising funds                       |      | 26                         | -                        | 26                 | 2,758              |
| <b>Total resources expended</b>                    |      | <b>120,637</b>             | <b>-</b>                 | <b>120,637</b>     | <b>197,633</b>     |
| <b>Net income/(expenditure)</b>                    |      | <b>9,258</b>               | <b>-</b>                 | <b>9,258</b>       | <b>380</b>         |
| Transfer between funds                             |      | -                          | -                        | -                  | -                  |
| <b>Net income for the period</b>                   |      | <b>9,258</b>               | <b>-</b>                 | <b>9,258</b>       | <b>380</b>         |
| <b>Funds at 1st March 2020</b>                     |      | <b>218,308</b>             | <b>-</b>                 | <b>218,308</b>     | <b>217,928</b>     |
| <b>Funds at 28th February 2021</b>                 |      | <b>227,566</b>             | <b>-</b>                 | <b>227,566</b>     | <b>218,308</b>     |

Notes on pages 8 to 10 form part of these financial statements




# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## BALANCE SHEET AS AT 28 FEBRUARY 2021

|  | Note | 2021<br>Total<br>£    | 2020<br>Total<br>£    |
|--|------|-----------------------|-----------------------|
| <b>Fixed Assets</b>                            |      |                       |                       |
| Tangible assets                                | 10   | 166,000               | 170,086               |
| <b>Current Assets</b>                          |      |                       |                       |
| Stock  |      | 5,696                 | 5,696                 |
| Debtors  | 6    | 5,846                 | 6,250                 |
| Cash at bank and in hand                       |      | 62,415                | 51,814                |
|  |      | <u>73,957</u>         | <u>63,759</u>         |
| <b>Current Liabilities</b>                     |      |                       |                       |
| Creditors, amounts falling due within one year | 7    | 12,391                | 15,537                |
| <b>Net current assets</b>                      |      | <u>61,566</u>         | <u>48,222</u>         |
| <b>Totals assets less current liabilities</b>  |      | <u><b>227,566</b></u> | <u><b>218,308</b></u> |
| <b>Funds</b>                                   |      |                       |                       |
| Unrestricted funds                             | 8    | 227,566               | 218,308               |
| Restricted funds                               | 8    | -                     | -                     |
|  |      | <u><b>227,566</b></u> | <u><b>218,308</b></u> |

Signed

  
(KIERAN HYND, TREASURER)

Date

24/11/2021

# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2021

### 1. Accounting Policies

#### Basis of the preparation of the accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019). (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### Cash flow statement

The directors have taken advantage of the exemption in Financial Reporting Standard 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

#### Incoming resources

All material incoming resources have been included on a receivable basis. They are included if the date receivable falls within the period covered by these accounts.

#### Resources expended

These have been analysed using a natural classification.

#### Depreciation

Depreciation is calculated to write down the cost of the fixed assets to their estimated residual value over their expected useful lives.

The rates and method of calculation are as below:

|                     |                      |
|---------------------|----------------------|
| Office Equipment    | 15% reducing balance |
| Plant and Equipment | 15% reducing balance |
| Lease Hold Property | 2% reducing balance  |

### 2. Income from Charitable activities

|                          | Unrestricted<br>2021<br>£ | Restricted<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|--------------------------|---------------------------|-------------------------|--------------------|--------------------|
| Hall Hire/Lettings       | 6,190                     | -                       | 6,190              | 45,564             |
| Membership Subscriptions | 803                       | -                       | 803                | 1,889              |
| Bingo                    | 137                       | -                       | 137                | 630                |
| Community Cinema         | 475                       | -                       | 475                | 6,778              |
| Community Coffee         | 297                       | -                       | 297                | 5,002              |
| Bowling Club             | 92                        | -                       | 92                 | 2,357              |
| Bar Income               | 14,527                    | -                       | 14,527             | 122,256            |
| Miscellaneous            | 29                        | -                       | 29                 | 41                 |
| <b>Total</b>             | <b>22,549</b>             | <b>-</b>                | <b>22,549</b>      | <b>184,518</b>     |

### 3. Donations and legacies

|           | Unrestricted<br>2021<br>£ | Restricted<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|-----------|---------------------------|-------------------------|--------------------|--------------------|
| Donations | 4,884                     | -                       | 4,884              | 2,988              |
| Grants    | 98,462                    | -                       | 98,462             | 500                |
|           | <b>103,346</b>            | <b>-</b>                | <b>103,346</b>     | <b>2,988</b>       |

# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2021

| 4. Income from Investments | Unrestricted<br>2021<br>£ | Restricted<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|----------------------------|---------------------------|-------------------------|--------------------|--------------------|
| Bank Interest              | 37                        | -                       | 37                 | 104                |
|                            | <b>37</b>                 | <b>-</b>                | <b>37</b>          | <b>104</b>         |

| 5. Costs of charitable activities | Unrestricted<br>2021<br>£ | Restricted<br>2021<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|-----------------------------------|---------------------------|-------------------------|--------------------|--------------------|
| Rent and rates                    | 1,922                     | -                       | 1,922              | 5,277              |
| Utilities                         | 13,141                    | -                       | 13,141             | 10,105             |
| Staff costs                       | 85,020                    | -                       | 85,020             | 100,675            |
| Insurance                         | 2,590                     | -                       | 2,590              | 4,162              |
| License                           | 550                       | -                       | 550                | 2,026              |
| Security                          | 113                       | -                       | 113                | 640                |
| Repairs and renewals              | 1,613                     | -                       | 1,613              | 2,300              |
| Donations                         | -                         | -                       | -                  | 75                 |
| Consultancy                       | -                         | -                       | -                  | 150                |
| Bar expenses                      | 5,114                     | -                       | 5,114              | 54,585             |
| Cleaning materials                | 583                       | -                       | 583                | 896                |
| Community coffee                  | 19                        | -                       | 19                 | 492                |
| Community cinema                  | 122                       | -                       | 122                | 1,770              |
| Rubbish removals                  | 92                        | -                       | 92                 | 1,455              |
| Depreciation                      | 4,086                     | -                       | 4,086              | 4,293              |
| Printing & stationery             | 500                       | -                       | 500                | 1,448              |
| Postage                           | 149                       | -                       | 149                | 126                |
| Telephone                         | 1,071                     | -                       | 1,071              | 1,124              |
| Advertising                       | -                         | -                       | -                  | 10                 |
| Bank charges                      | 416                       | -                       | 416                | 1,528              |
| Health & safety                   | 3,037                     | -                       | 3,037              | 698                |
| Miscellaneous                     | 123                       | -                       | 123                | 693                |
|                                   | <b>120,261</b>            | <b>-</b>                | <b>120,261</b>     | <b>194,526</b>     |
| Governance                        | 350                       | -                       | 350                | 350                |
| Total                             | <b>120,611</b>            | <b>-</b>                | <b>120,611</b>     | <b>194,876</b>     |

| 6. Current assets | 2021<br>£    | 2020<br>£    |
|-------------------|--------------|--------------|
| Debtors           | 754          | 3,431        |
| Prepaid expenses  | 671          | 671          |
| VAT               | 4,421        | 2,147        |
|                   | <b>5,846</b> | <b>6,250</b> |

| 7. Creditors; amounts falling due within one year | 2021<br>£     | 2020<br>£     |
|---|---------------|---------------|
| Creditors and accruals                            | 12,391        | 15,537        |
|   | <b>12,391</b> | <b>15,537</b> |

### 8. Going Concern

The charity is operating on a going concern basis

### 9. Key Staff

No Key Management Personnel were paid more than £60,000 within the year.

# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2021

| 10. | Tangible fixed assets    | Security<br>Equipment | Premises | Office<br>Equipment | Plant &<br>Equipment | Fixtures &<br>Fittings | Total   | Fixtures &<br>Fittings<br>Restricted | Grand<br>Total |
|-----|--------------------------|-----------------------|----------|---------------------|----------------------|------------------------|---------|--------------------------------------|----------------|
|     |                          | £                     | £        | £                   | £                    | £                      | £       | £                                    | £              |
|     | <b>Cost</b>              |                       |          |                     |                      |                        |         |                                      |                |
|     | As at 1 March 2020       | 12,906                | 260,684  | 3,466               | 9,467                | 31,149                 | 317,672 | 1,500                                | 319,172        |
|     | Additions                | -                     | -        | -                   | -                    | -                      | -       | -                                    | -              |
|     | Disposals                | -                     | -        | -                   | -                    | -                      | -       | -                                    | -              |
|     | As at 28 February 2021   | 12,906                | 260,684  | 3,466               | 9,467                | 31,149                 | 317,672 | 1,500                                | 319,172        |
|     | <b>Depreciation</b>      |                       |          |                     |                      |                        |         |                                      |                |
|     | As at 1 March 2020       | 11,786                | 95,863   | 3,466               | 8,886                | 27,585                 | 147,586 | 1,500                                | 149,086        |
|     | Charge for the year      | 168                   | 3,296    |                     | 87                   | 535                    | 4,086   | -                                    | 4,086          |
|     | As at 28 February 2021   | 11,954                | 99,159   | 3,466               | 8,973                | 28,120                 | 151,672 | 1,500                                | 153,172        |
|     | <b>Net Book Value</b>    |                       |          |                     |                      |                        |         |                                      |                |
|     | As at 28th February 2021 | 952                   | 161,525  | -                   | 494                  | 3,029                  | 166,000 | -                                    | 166,000        |
|     | As at 28th February 2020 | 1,120                 | 164,821  | -                   | 581                  | 3,564                  | 170,086 | -                                    | 170,086        |

## BRIGHTLINGSEA COMMUNITY ASSOCIATION

### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 28 FEBRUARY 2021

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I report on the accounts of Brightlingsea Community Association for the year ended 28 February 2021 which are set out on pages 6 to 10.

#### **Respective responsibilities of trustees and examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

#### **Basis of independent examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 considerations 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 consequently I do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

In the course of my examination, no material matters have come to my attention 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 the 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 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.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:  
Community360

Winsley's House, High Street, Colchester, Essex

Date

24/11/2021