

BRIGHTLINGSEA COMMUNITY ASSOCIATION

Charity Number 301265

**FINANCIAL STATEMENTS FOR THE YEAR
ENDED 28th FEBRUARY 2022**



***Community
Accounts Service***

BRIGHTLINGSEA COMMUNITY ASSOCIATION

CONTENTS FOR THE YEAR ENDED 28 FEBRUARY 2022

	Page
Trustees Annual Report	1-5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the financial statements	8-10
Independent Examiners Report	11

BRIGHTLINGSEA COMMUNITY ASSOCIATION

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2022

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
Trustees:	Hilary Scott – Chairperson Lillian King – Honorary President Jeremy Crawley - President Kieren Hynd - Treasurer Sue Cowell – Co-opted 19 th October 2021 Kay Crawley – Co-Opted 15 th June 2021 Kathryn Elvin – Co-Opted 15 th June 2021, resigned 19 th Oct 2021 Barbara Garcia – Resigned 10 th May 2021 Lorraine Granderson Delia Groome Anthony Osborne - Co-opted 21 st Feb 2022 Peter Patrick Olivia Stephenson Christine Walker – Resigned 10 th May 2021 Stacey Welham – Resigned 19th October 2021 Roland Worrall Kate Young
Accountant:	Community360 Winsley's House High Street COLCHESTER Essex CO1 1UG
Bankers:	Barclays Bank Prettygate, Colchester, Essex

BRIGHTLINGSEA COMMUNITY ASSOCIATION

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2022

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)

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.

BRIGHTLINGSEA COMMUNITY ASSOCIATION

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2022

Achievements and Performance of the Charity

During the second year of COVID, the Board of Trustees performed some restructuring and an update of employment contracts and procedures, assisted by an external HR specialist. Difficult decisions had to be made to control our finances and we thank the staff, past and present, for working with us through this. Hiring, Bar trade and Fundraising returned slowly but steadily as we moved into 2022, with Karaoke, Bingo, Horse Racing, Darts competitions, Cinema, Comedy Nights and a Christmas fair proving popular over the Autumn/Winter months.

We 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. Thankfully, only minor damage was sustained during Storm Eunice in February, and the overgrowing trees at the rear of the Centre were subsequently cut back. A grant application was made for some minor repairs and upgrades to air conditioning, windows, hand-dryers and cleaning equipment. We are investigating acoustic problems in some of our rooms and are looking to contract a commercial cleaning company to re-establish a baseline standard for us to maintain. Looking forward, we hope to maintain a higher standard than previous years.

A Bar Committee was re-established in January, with a new post of Bar Supervisor recruited in February and some additional staff coming onto the books. This will bring experience and fresh ideas to an important feature and revenue stream of the Centre.

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; The Autumn Centre, Beach Hut Association, Brightlingsea Musical Theatre Group, Cinque Port Liberty, Co-op Women's Guild, Crab & Winkle C&W Club, Horticultural Society, Oasis Community Church, Panto Group, Seaview Players and Spiritualist Church.

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

- The Indoor Bowls Club meet on Wednesday afternoon in the Liberty Hall.
- Table Tennis Club meet on Wednesday evenings from 7.30pm.
- The Bingo Club meet on Friday evenings and provide a social evening for many of the older residents of Brightlingsea.

We have continued with our regular fundraising events; the refreshment stall at the Town Show, refreshment stall at Monthly Arts and Crafts, Social Evenings, Car Boot Sales, Weekly Coffee Mornings, Monthly Family Karaoke, Monthly Kids Bingo and Community Cinema; all of which have proved extremely popular. Throughout the year we also hosted the Queens Platinum Jubilee, Carnival fun day, Drag Nights, Medium Nights, Horse Race Nights, Tribute Bands, Over 50's tea parties and Christmas Market.

We are pleased to report that the Nett total raised throughout the financial year by fundraising again exceeded £5,000 and we thank everyone involved with this effort whole heartedly, taking into account the year we have had. We do heavily rely on our fund raising to help keep the Community Centre open.

BRIGHTLINGSEA COMMUNITY ASSOCIATION

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2022

We can report that Income from hall hires for the year ending February 2022 is better than we expected and thank our regular hirers for their loyalty; SING Brightlingsea, Fitness Class, Line Dance Class, Fight Klub, Pulse Performing Arts, Gift Box, Paper Craft Class, Woolly Bully, Oasis Community Church, Colchester MIND, Co-Op Womens Guild, Family Support, Foot Clinic and Brightlights.

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 programme to change all lighting to LED to reduce expenditure
- Update Security lighting and cameras, inside and out
- Refurbish Bar area and Family Room lighting
- Refurbish meeting rooms and improve acoustics
- Update Stage drapes and lighting

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 Chairman

The past year has proven challenging in so many ways. I am however happy that we, as a Board of Trustees, have continued every effort in the aftermath of a global pandemic, constant increases in utility costs and minimum wage rates. Whilst we ended the year with a profit of £28,591, this was largely due to crucial COVID support grants received throughout the year. The Trustees are aware that there is still much hard work to undertake to enable the Charity to trade profitably 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.

We are extremely lucky to have new and old dedicated 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, Trustees and volunteers for the dedication and time given. 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 fund raising, 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 2022 a stronger community.

BRIGHTLINGSEA COMMUNITY ASSOCIATION

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2022

Finally, I have enjoyed and completed my fifth term as Chairman. In the last year, Trustees have gone above and beyond to support me, and I sincerely thank them. I do feel the last year has been a turning point in the continued struggle to get where the Community Centre is today.



Hilary Scott

Chairman of the Trustees

BRIGHTLINGSEA COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 28 FEBRUARY 2022

	Note	Unrestricted Total £	2022 Total £	2021 Total £
<u>Incoming resources</u>				
Income from Charitable activities	2	82,655	82,655	22,549
Income from Investments	4	3	3	37
Donations and Legacies	3	49,240	49,240	103,346
Funds Raised		7,332	7,332	3,963
Total income and Endowments		139,231	139,231	129,896
<u>Expenditure on Charitable activities</u>				
Charitable activities	5	109,062	109,062	120,611
Expenditure on raising funds		1,577	1,577	26
Total resources expended		110,639	110,639	120,637
Net income/(expenditure)		28,591	28,591	9,258
Transfer between funds		-	-	-
Net income for the period		28,591	28,591	9,258
Funds at 1st March 2021		227,566	227,566	218,308
Funds at 28th February 2022		256,157	256,157	227,566

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

BRIGHTLINGSEA COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 28 FEBRUARY 2022

	Note	2022 Total £	2021 Total £
Fixed Assets			
Tangible assets	10	162,098	166,000
Current Assets			
Stock		5,696	5,696
Debtors	6	6,985	5,846
Cash at bank and in hand		96,113	62,415
		<u>108,794</u>	<u>73,957</u>
Current Liabilities			
Creditors, amounts falling due within one year	7	14,736	12,391
Net current assets		<u>94,059</u>	<u>61,566</u>
Totals assets less current liabilities		<u><u>256,157</u></u>	<u><u>227,566</u></u>
Funds			
Unrestricted funds	8	256,157	227,566
Restricted funds	8	-	-
		<u><u>256,157</u></u>	<u><u>227,566</u></u>

Signed



(KIERAN HYND, TREASURER)

Date

25.11.2022

BRIGHTLINGSEA COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2022

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 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Hall Hire/Lettings	29,727	-	29,727	6,190
Membership Subscriptions	1,499	-	1,499	803
Bingo	4,785	-	4,785	137
Community Cinema	373	-	373	475
Community Coffee	4,044	-	4,044	297
Bowling Club	753	-	753	92
Bar Income	37,671	-	37,671	14,527
Miscellaneous	3,804	-	3,804	29
Total	82,655	-	82,655	22,549

3. Donations and legacies

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Donations	1,301	-	1,301	4,884
Grants	47,939	-	47,939	98,462
	49,240	-	49,240	103,346

BRIGHTLINGSEA COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2022

4. Income from Investments	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Bank Interest	3	-	3	37
	<u>3</u>	<u>-</u>	<u>3</u>	<u>37</u>
5. Costs of charitable activities	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Rent and rates	2,616	-	2,616	1,922
Utilities	1,394	-	1,394	13,141
Staff costs	65,832	-	65,832	85,020
Insurance	3,215	-	3,215	2,590
License	1,374	-	1,374	550
Security	618	-	618	113
Repairs and renewals	5,808	-	5,808	1,613
Consultancy	850	-	850	-
Bar expenses	15,573	-	15,573	5,114
Cleaning materials	636	-	636	583
Community coffee	659	-	659	19
Community cinema	300	-	300	122
Rubbish removals	545	-	545	92
Depreciation	3,902	-	3,902	4,086
Printing & stationery	890	-	890	500
Postage	42	-	42	149
Telephone	1,256	-	1,256	1,071
Advertising	397	-	397	-
Bank charges	754	-	754	416
Health & safety	1,195	-	1,195	3,037
Miscellaneous	855	-	855	123
	<u>108,712</u>	<u>-</u>	<u>108,712</u>	<u>120,261</u>
Governance	350	-	350	350
Total	<u>109,062</u>	<u>-</u>	<u>109,062</u>	<u>120,611</u>
6. Current assets			2022 £	2021 £
Debtors			3,409	754
Prepaid expenses			-	671
VAT			3,577	4,421
			<u>6,985</u>	<u>5,846</u>
7. Creditors; amounts falling due within one year			2022 £	2021 £
Creditors and accruals			14,736	12,391
			<u>14,736</u>	<u>12,391</u>

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 2022

10. Tangible fixed assets	Security Equipment	Premises	Office Equipment	Plant & Equipment	Fixtures & Fittings	Total	Fixtures & Fittings Restricted	Grand Total
	£	£	£	£	£	£	£	£
Cost								
As at 1 March 2021	12,906	260,684	3,466	9,467	31,149	317,672	1,500	319,172
Additions	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-
As at 28 February 2022	12,906	260,684	3,466	9,467	31,149	317,672	1,500	319,172
Depreciation								
As at 1 March 2021	11,954	99,159	3,466	8,973	28,120	151,672	1,500	153,172
Charge for the year	143	3,231	-	74	454	3,902	-	3,902
As at 28 February 2022	12,097	102,390	3,466	9,047	28,574	155,574	1,500	157,074
Net Book Value								
As at 28th February 2022	809	158,295	-	420	2,575	162,098	-	162,098
As at 28th February 2021	952	161,525	-	494	3,029	166,000	-	166,000

BRIGHTLINGSEA COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 28 FEBRUARY 2022

I report on the accounts of Brightlingsea Community Association for the year ended 28 February 2022 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

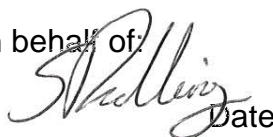
In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- 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

28/11/2022