

# BRIGHTLINGSEA COMMUNITY ASSOCIATION

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FOR THE YEAR ENDED 28 FEBRUARY 2023

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# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2023

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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  
Roland Worrall - Vice Chairman  
Lillian King – Honorary President  
Peter Patrick - President  
Robina Longhurst - Treasurer  
Lorraine Granderson  
Delia Groome  
Sue Cowell  
Anthony Osborne  
Sally Brooks  
David Brooks  
Sandra Browbrick  
Colin Maslen

**Accountant:** Community360  
Winsley's House  
High Street  
COLCHESTER  
Essex  
CO1 1UG

**Bankers:** Barclays Bank  
High Street, Colchester, Essex

# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2023

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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 2023

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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 up to December 2023

The Board of Trustees are happy to report a re-structure of our Community Centre has taken place. The re-structure was started in 2022 and completed in June 2023, changes need to be made for our community centre to have a future.

We have continued with our schedule of general maintenance. Started a decorating program. With the kind help of Gary Hill and help from theatre groups we have updated lighting for the stage. Our lighting has also been upgraded outside the building. We have purchased up to date security and camera system for inside and outside the building. Quotes have been accepted for the gardens to be completely sorted and will begin shortly.

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, Brightlingsea Musical Theatre Group, Cinque Port Liberty, Co-op Women's Guild, Crab & Winkle C&W Club, Horticultural Society, Oasis Community Church, Panto Group, 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 meets on Wednesday afternoon in the Liberty Hall.
- \* Table Tennis Club meets on Wednesday evenings from 7.30pm.
- \* The Bingo Club meets on Friday evenings and provide a social evening for many of the older residents of Brightlingsea.
- \* Our Veteran's Breakfast Club meets once a month on a Saturday morning.

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, Carnival fun day, Drag Nights, Medium Nights, Horse Race Nights, Tribute Bands, Over 50's tea parties, Family Foodie Friday's, Farmers Markets and Christmas Market.

# **BRIGHTLINGSEA COMMUNITY ASSOCIATION**

## **TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2023**

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We are pleased to report that the Nett total raised throughout the financial year by fundraising again exceeded £10,000 and we thank everyone involved with this effort whole heartedly. We do heavily rely on our fund raising, to help keep the Community Centre open.

We can report that Income from hall hires for the year ending February 2023 is better than we expected and thank our regular hirers for their loyalty; Step Aerobics, Fitness Class, SING Brightlingsea, Line Dance Class, Fight Klub, PULSE Dance Class, Gift Box, Paper Craft Class, Oasis Community Church, Colchester MIND, Co-Op Women's 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 program to change all lighting to LED to reduce expenditure
- Further Stage lighting
- New Projector system
- Landscaping Gardens
- Refurbish Bar Area
- Refurbish meeting rooms
- Re-cementing areas into building.
- Looking further into solar panels
- Membership Discount in Bar

### **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 with a restructure of our community centre. I am happy that we, as a Board of Trustees, have continued every effort to look forward and re-establish a new attitude within. With constant increases in utility costs and minimum wage raises the re-structure was a necessity to survive. 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.

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# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 28 FEBRUARY 2023

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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 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 2023 a stronger community.

Finally, I have enjoyed and completed my sixth term as Chairman. The last year has proven to be easier for me having such dedication from a vice chairman and I sincerely thank Roly for this, working as a team has greatly improved our community centre. Trustees have gone above and beyond to support us 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 2023

	Note	Unrestricted Total £	Restricted Total £	2023 Total £	2022 Total £
<b>Incoming resources</b>					
Income from Charitable activities	2	161,928	4,755	166,683	130,594
Income from Investments	4	28	-	28	3
Donations and Legacies	3	402	-	402	1,301
Funds Raised		15,788	-	15,788	7,332
<b>Total income and Endowments</b>		<b>178,146</b>	<b>4,755</b>	<b>182,901</b>	<b>139,231</b>
<b>Expenditure on Charitable activities</b>					
Charitable activities	5	172,239	3,799	176,038	109,062
Expenditure on raising funds		7,319	956	8,275	1,577
<b>Total resources expended</b>		<b>179,558</b>	<b>4,755</b>	<b>184,313</b>	<b>110,639</b>
<b>Net income for the period</b>		<b>(1,412)</b>	<b>-</b>	<b>(1,412)</b>	<b>28,591</b>
<b>Funds at 1st March 2022</b>		<b>256,157</b>	<b>-</b>	<b>256,157</b>	<b>227,566</b>
<b>Funds at 28th February 2023</b>		<b>254,745</b>	<b>-</b>	<b>254,745</b>	<b>256,157</b>



# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## BALANCE SHEET

AS AT 28 FEBRUARY 2023

	Note	2023 Total £	2022 Total £
<b>Fixed assets</b>			
Tangible assets	10	166,864	162,098
<b>Current assets</b>			
Stock		5,696	5,696
Debtors	6	6,645	6,985
Cash at bank and in hand		85,784	96,113
		<u>98,124</u>	<u>108,794</u>
<b>Current liabilities</b>			
Creditors, amounts falling due within one year	7	10,243	14,736
<b>Net current assets</b>		<u>87,881</u>	<u>94,059</u>
<b>Totals assets less current liabilities</b>		<u><u>254,745</u></u>	<u><u>256,157</u></u>
<b>Funds</b>			
Unrestricted funds	8	254,745	256,157
Restricted funds	8	-	-
		<u><u>254,745</u></u>	<u><u>256,157</u></u>

*[Handwritten signature]*

22.11.2023

# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 28 FEBRUARY 2023

#### 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

##### **Fund accounting**

Unrestricted Funds are funds received which have no restrictions placed on their use and are available to spend on activities that further any of the purposes of the charity.

Restricted Funds are funds which are to be used for purposes as specified by the funder.

#### 2. Income from Charitable activities

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Hall Hire/Lettings	50,087	-	50,087	29,727
Membership Subscriptions	1,585	-	1,585	1,499
Bingo	4,295	-	4,295	4,785
Community Cinema	-	-	-	373
Community Coffee	4,974	-	4,974	4,044
Bowling Club	912	-	912	753
Bar Income	95,384	-	95,384	37,671
Grants	4,000	4,755	8,755	47,939
Miscellaneous	691	-	691	3,804
<b>Total</b>	<b>161,928</b>	<b>4,755</b>	<b>166,683</b>	<b>130,594</b>

#### 3. Donations and legacies

Unrestricted 2023	Restricted 2023	Total 2023	Total 2022
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# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 28 FEBRUARY 2023

#### 4. Income from Investments

Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
28	-	28	3
<u>28</u>	<u>-</u>	<u>28</u>	<u>3</u>

#### 5. Costs of charitable activities

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Rent and rates	3,486	-	3,486	2,616
Utilities	14,365	-	14,365	1,394
Staff costs	72,869	-	72,869	65,832
Insurance	3,949	-	3,949	3,215
License	283	-	283	1,374
Security	693	-	693	618
Repairs and renewals	7,397	3,799	11,196	5,808
Donations	95	-	95	-
Consultancy	425	-	425	850
Bar expenses	50,844	-	50,844	15,573
Cleaning materials	4,221	-	4,221	636
Community coffee	979	-	979	659
Community cinema	-	-	-	300
Rubbish removals	1,065	-	1,065	545
Depreciation	4,174	-	4,174	3,902
Printing & stationery	1,541	-	1,541	890
Postage	167	-	167	42
Telephone	1,350	-	1,350	1,256
Advertising	47	-	47	397
Bank charges	1,414	-	1,414	754
Health & safety	658	-	658	1,195
Miscellaneous	1,818	-	1,818	855
	<u>171,839</u>	<u>3,799</u>	<u>175,638</u>	<u>108,711</u>
Governance	400	-	400	350
Total	<u>172,239</u>	<u>3,799</u>	<u>176,038</u>	<u>109,061</u>

#### 6. Current assets

	2023 £	2022 £
Debtors	6,645	3,409
VAT	-	3,577
	<u>6,645</u>	<u>6,985</u>

#### 7. Creditors; amounts falling due within one year

	2023 £	2022 £
Creditors and accruals	9,114	14,736
VAT	1,129	-
	<u>10,243</u>	<u>14,736</u>

#### 8. Going Concern

The charity is operating on a going concern basis

#### 9. Staffing

# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2023

10. Tangible fixed assets	Security Equipment	Premises	Office Equipment	Plant & Equipment	Fixtures & Fittings	Total	Fixtures & Fittings Restricted	Grand Total
	£	£	£	£	£	£	£	£
<b>Cost</b>								
As at 1 March 2022	12,906	260,684	3,466	9,467	31,149	317,672	1,500	319,172
Additions	-	-	-	7,940	1,000	8,940	-	8,940
Disposals	-	-	-	-	-	-	-	-
As at 28 February 2023	12,906	260,684	3,466	17,407	32,149	326,612	1,500	328,112
<b>Depreciation</b>								
As at 1 March 2022	12,097	102,390	3,466	9,047	28,574	155,574	1,500	157,074
Charge for the year	121	3,166	-	501	386	4,174	-	4,174
As at 28 February 2023	12,218	105,556	3,466	9,548	28,960	159,748	1,500	161,248
<b>Net Book Value</b>								
As at 28th February 2023	688	155,128	-	7,859	3,189	166,864	-	166,864
As at 28th February 2022	809	158,294	-	420	2,575	162,098	-	162,098

### 11. Related parties

There were no related parties during the periods being reported on.



# BRIGHTLINGSEA COMMUNITY ASSOCIATION

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 28 FEBRUARY 2023

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I report on the accounts of Brightlingsea Community Association for the year ended 28 February 2023 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:

Charity 260