

BRIGHTLINGSEA COMMUNITY ASSOCIATION

Charity Number 301265

FINANCIAL STATEMENTS FOR THE YEAR ENDED 29th FEBRUARY 2024



***Community
Accounts Service***

BRIGHTLINGSEA COMMUNITY ASSOCIATION

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BRIGHTLINGSEA COMMUNITY ASSOCIATION

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 29 FEBRUARY 2024

Charity Name: Brightlingsea Community Association

Charity Number: 301265

Correspondence Address: Brightlingsea Community Centre
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BRIGHTLINGSEA
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E-Mail Address: bcasecretary@aol.com

Web-Site: www.bseacc.co.uk

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

Accountant: Community 360
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 29 FEBRUARY 2024

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 residents of Brightlingsea by associating local authorities, voluntary organisations and residents 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 Chairman shall act as chairman at meetings of the Trustees; if the Chairman is absent from any meeting, the members of the Trustees present shall choose one of their number to be chairman 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 Chairman 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 29 FEBRUARY 2024

The Board of Trustees is happy to report our continued schedule of general maintenance. Our decorating program has taken longer than expected, due to an increase in hirers. With the kind help of Gary Hill and Nigel we have update lighting in the main hall, surround sound system. A new projector and amplifier for the cinema. We have improved the outside area by having landscape gardeners redesign our gardens. Also investing in wildlife feeders.

After the outside walkways became a safety issue, the trustees agreed safety being paramount, we would go ahead and have had resin laid, which I think you will all agree has transformed the outside of our community centre.

The lighting throughout the community centre has been upgraded to LED with timer switches and sensors.

New up to date tills have been installed in the bar with a membership discount system.

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, Crab & Winkle Club, 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 Farmers Market 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, Drag Nights, Tribute Bands, Over 50's tea parties, Family Foodie Friday's, and Christmas Market.

We are pleased to report that the net total raised throughout the financial year by fundraising again exceeded in excess £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 2024 is better than we expected and thank our regular hirers for their loyalty; 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, Spiritualists, Mother and baby group, 3 Pilates groups.

BRIGHTLINGSEA COMMUNITY ASSOCIATION

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 29 FEBRUARY 2024

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:

- Solar Panels
- Electric car charging points
- New Heating Systems
- Refurbish Foyer area
- Refurbish Bar Area
- Refurbish meeting rooms
- Refurbish the office
- Improving outside bar area for summer months
- improving lighting in car park

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

My report is going to be for this year 2024, although our year end finished in Feb 2024 this report runs till present day. We have been set back having our AGM wanting to have it earlier in the year, but due to staff shortages at Community 360, our accounts were delayed. To bring us back into sync our next AGM will be in June 2025 and then in April 2026.

As I complete my first year as your Chairman, I will start by sincerely thanking our trustees and volunteers, we really have a wonderful group willing to give their time to help the centre.

It's been a really busy year , which has been made easier having a very active vice chair taking on a lot of Admin, we have made a great team working together, it's been hard work and long hours but this year has continued to build on the success of our community centre.

As you know a re-structure of our community centre was put in place 18 months ago and the old and new staff have gone from strength to strength, for which I thank them, as we really have had some very, very, busy times throughout this year.

I can report we are now in a very good financial position and finally able to afford to update the centre for the benefit of all.

In the last year we have made a lot of changes, new carpets laid and decorating taken place. We have extended on the new security system.

We are in process of changing lighting to LED and all on timer switches

BRIGHTLINGSEA COMMUNITY ASSOCIATION

TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 29 FEBRUARY 2024

I would at this time like to thank volunteers Gary Hill and Nigel for their help. Gary has gone above and beyond to place new lighting in the liberty hall, new surround sound system and new amplifier and projector for our cinema, and generally sorted all the tech stuff that we have no idea about.

The gardens have been landscaped and it's wonderful to have such nice complimentary comments from the public. We have just recently had resin laid to complement the garden and very much improve the outside of our community centre.

In the New Year the trustees will continue with the plan to decorate and smarten the bar, meeting rooms and the foyer.

This year has been a year for fundraising we have been very successful with tribute bands, shows, events put on in the family room and a huge raise in hirers this has contributed to the bar finally standing side by side with the community centre, with the added bonus this year of an outside summer bar.

We have had bar staff come and go, but they have all put a huge effort into their work when here and enjoyed the events too. It has been great to see the enthusiasm in the bar over the last few months, so big thankyou to them all from our trustees; we have finally started to work as one team.

A special thank you at this point goes to our Caretakers Ray, Anthony and Wendy, they work well as a team and commit themselves to their work. They have a passion to bring the centre forward.

I would like to thank our Administrator Steve, It isn't an easy job trying to fit all our old and new hirers in our busy diary. At times we wish we had more rooms, it would make his life simpler.

We strive to welcome all ages in our community centre and the feedback has been fantastic.

Our in-house coffee morning, Friday bingo, table tennis, indoors bowls, veterans' breakfast club, community cinema and monthly farmers markets. Friday night singalongs and tribute evenings continue to be a huge success once again this is down to trustees and volunteers, so thank you all.

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 2024 a stronger and more vibrant community centre

Roland Worrall
Chairman of the Trustees

BRIGHTLINGSEA COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 29 FEBRUARY 2024

	Note	Unrestricted Total £	Restricted Total £	2024 Total £	2023 Total £
Incoming resources					
Income from Charitable activities	2	212,921	-	212,921	166,683
Income from Investments	4	574	-	574	28
Donations and Legacies	3	2,749	-	2,749	402
Funds Raised		9,813	-	9,813	15,788
Total income and Endowments		226,057	-	226,057	182,901
Expenditure on Charitable activities					
Charitable activities	5	225,317	-	225,317	176,038
Expenditure on raising funds		5,139	-	5,139	8,275
Total resources expended		230,456	-	230,456	184,313
Net income for the period					
		(4,399)	-	(4,399)	(1,412)
Funds at 1st March 2023					
		254,745	-	254,745	256,157
Funds at 29th February 2024					
		250,346	-	250,346	254,745


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

BRIGHTLINGSEA COMMUNITY ASSOCIATION

BALANCE SHEET AS AT 29 FEBRUARY 2024

	Note	2024 Total £	2023 Total £
Fixed assets			
Tangible assets	10	161,563	166,864
Current assets			
Stock		5,696	5,696
Debtors	6	3,825	6,645
Cash at bank and in hand		91,426	85,784
		<u>100,946</u>	<u>98,124</u>
Current liabilities			
Creditors, amounts falling due within one year	7	12,164	10,243
Net current assets		<u>88,782</u>	<u>87,881</u>
Totals assets less current liabilities		<u><u>250,346</u></u>	<u><u>254,745</u></u>
Funds			
Unrestricted funds	8	250,346	254,745
Restricted funds	8	-	-
		<u><u>250,346</u></u>	<u><u>254,745</u></u>

Signed


(Roland Warrall - Chair)

Date

23/10/2024

BRIGHTLINGSEA COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 29 FEBRUARY 2024

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 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Hall Hire/Lettings	49,945	-	49,945	50,087
Membership Subscriptions	1,161	-	1,161	1,585
Bingo	5,104	-	5,104	4,295
Community Cinema	1,251	-	1,251	-
Community Coffee	4,847	-	4,847	4,974
Bowling Club	654	-	654	912
Bar Income	128,419	-	128,419	95,384
Grants	17,500	-	17,500	8,755
Miscellaneous	4,040	-	4,040	691
Total	212,921	-	212,921	166,683

3. Donations and legacies

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Donations	2,749	-	2,749	402
	2,749	-	2,749	402

BRIGHTLINGSEA COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 29 FEBRUARY 2024

4. Income from Investments	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Bank Interest	574	-	574	28
	574	-	574	28
5. Costs of charitable activities	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Rent and rates	3,943	-	3,943	3,486
Utilities	26,413	-	26,413	14,365
Staff costs	85,790	-	85,790	72,869
Insurance	2,498	-	2,498	3,949
License	-	-	-	283
Travel	1,002	-	1,002	
Repairs and renewals	24,906	-	24,906	11,889
Donations	-	-	-	95
Consultancy	1,100	-	1,100	425
Bar expenses	59,955	-	59,955	50,844
Cleaning materials	2,080	-	2,080	4,221
Community coffee	605	-	605	979
Community cinema	2,608	-	2,608	-
Rubbish removals	1,189	-	1,189	1,065
Depreciation	5,301	-	5,301	4,174
Printing & stationery	699	-	699	1,541
Postage	10	-	10	167
Telephone	1,543	-	1,543	1,350
Advertising	140	-	140	47
Bank charges	1,552	-	1,552	1,414
Health & safety	746	-	746	658
Miscellaneous	2,603	-	2,603	1,818
	224,686	-	224,686	175,638
Governance	631	-	631	400
Total	225,317	-	225,317	176,038
6. Current assets			2024 £	2023 £
Debtors			3,825	6,645
			3,825	6,645
7. Creditors; amounts falling due within one year			2024 £	2023 £
Creditors and accruals			10,482	9,114
VAT			1,682	1,129
			12,164	10,243
8. Going Concern				
The charity is operating on a going concern basis				
9. Staffing				
No Key Management Personnel were paid more than £60,000 within the year.				
During the period there were an average of 10 employees (2023: 10).				

BRIGHTLINGSEA COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 29 FEBRUARY 2024

10. Tangible fixed assets	Security Equipment	Premises	Office Equipment	Plant & Equipment	Fixtures & Fittings	Total	Fixtures & Fittings Restricted	Grand Total
	£	£	£	£	£	£	£	£
Cost								
As at 1 March 2023	12,906	260,684	3,466	17,407	32,149	326,612	1,500	328,112
Additions	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-
As at 28 February 2024	12,906	260,684	3,466	17,407	32,149	326,612	1,500	328,112
Depreciation								
As at 1 March 2023	12,218	105,556	3,466	9,548	28,960	159,748	1,500	161,248
Charge for the year	103	3,103	-	1,617	478	5,301	-	5,301
As at 28 February 2024	12,321	108,659	3,466	11,165	29,438	165,049	1,500	166,549
Net Book Value								
As at 28th February 2024	585	152,025	-	6,242	2,711	161,563	-	161,563
As at 28th February 2023	688	155,128	-	7,859	3,189	166,864	-	166,864

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 29 FEBRUARY 2024

I report on the accounts of Brightlingsea Community Association for the year ended 29 February 2024 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

07/11/2024