

PATCHWAY COMMUNITY ASSOCIATION

England & Wales - Charity number 301597

Details

Status Registered

Legal form Other

Registered 1964-02-28

Register [View on the Charity Commission register](#)

Contact

Address Patchway Community Association
Patchway Community Centre
Rodway Road
Patchway
Bristol
BS34 5PF

Phone 01454868549

Email manager@patchwayca.org

Website www.patchwayca.org

Activities

Objects: THE PROVISION OF A COMMUNITY CENTRE - SEE GOVERNING DOCUMENT

Activities: Patchway Community Centre provides a safe and welcoming place for the local and surrounding communities to meet, we have over 25 regular groups consisting of Martial Arts, Luncheon clubs for the over 55's , Pre school and Tots , Mother and toddler group, AA, Senior Citizens, Zumba Classes, Ballroom, Latin and Sequence dancing, P.H.A.B and many more.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Disability, Religious Activities, Arts/culture/heritage/science, Amateur Sport, Animals, Environment/conservation/heritage, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

Geography

- **Area of benefit:** PATCHWAY AND DISTRICT
- Bristol City
- South Gloucestershire

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-31 | £63,645 | £45,957 | - | - |
| 2024-03-31 | £71,355 | £84,158 | - | - |
| 2023-03-31 | £45,987 | £67,737 | - | - |
| 2022-03-31 | £43,913 | £53,558 | - | - |
| 2021-03-31 | £70,943 | £65,867 | - | - |

Trustees

| Name | Role | Appointed |
|---------------|------|------------|
| EVELYN ORPEN | | 2012-07-16 |
| JOHN E THOMAS | | 2012-07-04 |
| TINA BRICE | | 2013-09-24 |

PATCHWAY COMMUNITY ASSOCIATION

England & Wales - Charity number 301597

Accounts

Trustees Annual Reports for Year 2024-2025

Period Covering April 1st 2024, until April 1st 2025

Reference and administration details:

Charity Name Patchway Community Association
Other Names charity is known by PCA
Registered Charity Number 301597
Charities Address Patchway Community Centre
Rodway road
Patchway
Bristol BS34 5PF

Names of Trustees who manage the Charity

| Trustee Name | Office (if any) | Dates acted (if not whole year) | |
|--------------|-----------------|---------------------------------|--|
| John Thomas | Chair | July 2013-2025 | |
| Tina Brice | Treasurer | July 2013-2025 | |
| Eve Orpen | Secretary | July 2013-2025 | |
| | | | |

Structure Governance and Management:

Currently there is one Part Time Manager and volunteers from the Association

Type of Governing Document: Constitution adopted 2009

How Charity is constituted: Association comprising 25 members (Volunteers)

Trustee Selection process: Elected at AGM held annually in July

Optional Information:

- The principal reason for this Association is to provide a meeting point for the people of Patchway and close environs
- The meeting point is called Patchway Community Centre.

- The Community Centre is leased from the Patchway Town Council on the basis of a 99-year lease and a £1.00/annum peppercorn rent
- It is our responsibility to maintain the building and keep in a safe and comfortable condition for the people of Patchway and close environs.
- As the Community Centre is used as a preschool (Bespoke Preschool) on a daily basis procedures are in place to ensure safeguarding of children
- Funding for general running of the Centre is by room rental to various groups in the community.
- No grant was obtained this year from the Town Council, so we had to make up the shortfall by ensuring the utilities were used wisely and as much room space was rented out as possible
- We also apply for grants from various charitable organisations, but we never rely on being successful.

Objectives and Activities

- We aim to provide the people of Patchway and close environs with a Centre that is fit for purpose to be used from the youngest in our community (2-year-old) to the oldest in our community (Senior citizens activity groups including a Luncheon Club)
- Our activity planning revolves around maximising use of all the room spaces with groups who can “live together” in harmony i.e. noise and or generational differences.
- We provide a dedicated Classroom space to the Local Authority for running English as a second language (ESOL), Maths classes and Parenting Courses for local people and the new immigrants in our town.
- We are also a local polling station and this year had two local elections where the Local Authority wished to use our facilities for voting and counting.
- Most of our evening activities are based around the various martial arts groups from Patchway and the surrounding area who frequent the Centre.
- We have a Senior Citizens Luncheon Club once a week, on Wednesday
- We have Slimming World class on Thursdays
- We have an asset in the main, large hall of a fully sprung dance floor which is used for Ballroom Dancing, and martial arts.

- We have a resident Amateur Dramatics group on Sunday afternoon and evening, with various dates for Pantomime and Play performances.
- We have two young people's dance classes on different evenings.
- We have an Irish dance school
- Any available space/time is used for ad-hoc bookings for children's parties.
- All the members of our community regardless of age, sex, race, faith and ability are welcome to use our facility, which has a very diverse background.

Additional details

- We have continued to make some significant improvements to the "Old Building" and this has made the Community aware that we are striving to make this a good place to work and relax in. The renovations are going ahead so the building should be good for another 25/50 years with more improvements to thermal efficiency and the potential to utilise the vast roof space for PV and solar heating purposes.
- The maintaining of the floors with a modern material means we now only need to employ one cleaner for 10 hours per week a substantial saving over the year.

Although this saving has been wiped out by the continued increase in the Government minimum wage. The new budget has caused us significant increases due to both NI contributions and yet another rise in minimum wage

- The employing of a of a Centre manager to aid the volunteer manager has proved to be very successful. The manager has been taken on in a part time role although she volunteers for a lot of extra unpaid hours. Her local knowledge has proved invaluable in filling the room space that we now have.
- The refurbishment left quite a lot to be desired with a very poor standard of Project Control and Architectural Oversight so we have to be constantly making good on some of the "improvements". We are endeavouring to find money each month to improve the acoustic performance of our new hall as the echoes are awful, wrong plasterboard fitted??
- The join between the new roof and old (poorly managed build fund) has persistently leaked in heavy rain, the architect had no idea how to stop it. We employed a local builder who has come up with a solution and now that part of the roof is leak free.
- We have now fitted acoustic panels to the walls of the new hall to great effect. We are continuing to modify as our monthly budget allows.

Achievements and Performance:

- We have retained almost all of the groups which have used this Centre over the past couple of decades and reassured them that we will still be here with an improved facility in the future, although we have been forced to raise the room hire fees again after keeping them deliberately low for the last 7 years, our town has been identified as being in a deprived area, they are still with us and appreciate the efforts we have made on their behalf. Unfortunately, a couple of groups have folded as the group leaders retired after many years coming here.
- We ran a social gathering of Disabled and Amputees on a no income basis which proved to be very successful with attendees coming from far and wide. We are lucky in having the M4/M5 and main railway station within 5 minutes of our centre.
- We hosted a party for the local Enablement Centre on a no income basis which was fantastic and if anyone thinks life is hard, they have no idea until they meet some of these limbless infants and children and their parents.
- We also hosted a “not for income” children’s party for the local Scouts, which was very successful.
- This year, February, our Am Dram group ran a Pantomime for the local population which was very well supported, swelling their funds which they have further reinvested in the Community Centre by modernising the stage and lighting systems. A proportion of their takings are donated to a charity of their choice, a different one every year.
- We may be able to employ a handyman/caretaker for a limited number of hours per week. This will take some of the burden off of the Chairman who is currently performing the day-to-day maintenance on this building. So far this has not happened but the Trustees are still looking into this.

Financial Review:

- We finished March 2024 with a finishing balance on the current account, of £15693.02 with no outstanding creditors. As we have further reduced our utility bills we can now survive for a full year if any of our major groups decided to pull out.
- Staff costs are now limited to a part time Manager and two part time cleaners; the main outgoings are the utility bills which are currently rising and causing concern to our budgets. Although clever programming by the new manager has reduced our outgoings on utility costs.

Details of any funds materially in deficit

- There are no known debts to pay at this time

Further Financial review details

- Our main source of funding has been through room rental. We had to increase our room rental charges to reflect the inflation cost and the increased cost because of standing charges on our energy accounts. Our loyal groups respected that decision and still support the centre
- We will have to continue to chase the appropriate sources of funds; charitable bodies etc. to ensure we have enough funds to put on more modest events for the community as a whole - *No change in policy for the future*

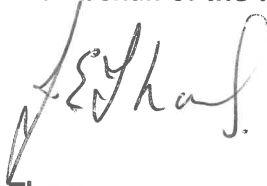
Future Plans.

- Our future policy has not changed with respect to large speculative events; the slow and steady approach which has been the mainstay to our post covid recovery is paying off both in terms of financial stability, building upkeep and adequate reserves.
- With the above in mind, we did run a large Indian Festival for the growing Indian population in this area. The event was so successful with more people in attendance than was anticipated. They wish to come again next year so this will have to be addressed
- The relocation of our resident preschool to their own bespoke area has been successful in so far as we are far more flexible and will allow larger cultural events to take place without the fear of the halls not being ready for the preschool on a Monday morning. However, government targets on preschool places means we will have to once again use space in the centre to help as the government want more places with no real income to the preschools. There is cause for concern in so far as the selection of windows and doors by the redevelopment architect are proving very expensive to maintain as constant use is causing premature failure. The Councils decision to release "all" the build retention monies means we have to find funds to make repairs ourselves.
- We will concentrate on giving our existing groups the best possible service as there are schools and church halls out there that can provide this service at a subsidised rent.

Declaration

The trustees declare that they have approved the trustees report above:

Signed on behalf of the Trustees

A handwritten signature in black ink, appearing to read 'John Thomas', written in a cursive style.

John Thomas

Chairperson

Date: - 29th December 2025

**PATCHWAY COMMUNITY ASSOCIATION
INCOME AND EXPENDITURE REPORT FOR
YEAR ENDING 31st MARCH 2025**

| | HSBC Main Account | HSBC Fundraising Account | Total 2024/2025 | Total 2023/2024 | Total 2022/2023 | Total 2021/2022 |
|---|-------------------------|--------------------------------|--------------------|--------------------|--------------------|--------------------|
| <u>Income</u> | | | | | | |
| Rental Income | 51479.23 | | 51479.23 | 43653.55 | 45986.85 | 27195.39 |
| Fundraising Income | | | 0.00 | 900.40 | 0.00 | 0.00 |
| Grants | 14667.95 | | 14667.95 | 3250.00 | 0.00 | 0.00 |
| Affiliations | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Interest Received | 2498.15 | | 2498.15 | 1986.83 | 554.60 | 16.77 |
| Covid Grant | | | 0.00 | 0.00 | 0.00 | 16717.14 |
| Inter Account Transfers | 16000.00 | | 16000.00 | 21175.85 | 17886.85 | 3000.00 |
| Utilities Refunds | | | 0.00 | 388.69 | 0.00 | 0.00 |
| Total Income | 84645.33 | 0.00 | 84645.33 | 71355.32 | 64428.30 | 46929.30 |
| <u>Expenditure</u> | | | | | | |
| Maintenance | 4578.09 | | 4578.09 | 1921.15 | 8143.64 | 14167.34 |
| Covid Set up Costs | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Office | 493.07 | | 493.07 | 459.01 | 788.93 | 1184.77 |
| Miscellaneous | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Waste Collection | 1665.27 | | 1665.27 | 1510.05 | 1379.35 | 1162.63 |
| Telephone & Internet | 172.45 | | 172.45 | 1094.89 | 698.54 | 609.83 |
| LunchClub setup costs | | | 0.00 | 583.14 | 1151.89 | 0.00 |
| Fundraising Activities | | | 0.00 | 747.56 | 0.00 | 0.00 |
| Payroll | 21097.48 | | 21097.48 | 18178.44 | 17407.64 | 17724.51 |
| Insurance | 4663.66 | | 4663.66 | 4667.22 | 4563.21 | 2463.40 |
| Gas | 3821 | | 3821.00 | 4720.00 | 6444.51 | 2554.46 |
| Electricity | 4630.59 | | 4630.59 | 4188.82 | 4185.38 | 3032.33 |
| Rent & Rates | 292.04 | | 292.04 | 299.60 | 712.90 | 250.29 |
| Cathedral Leasing | 1654.08 | | 1654.08 | 1690.58 | 1697.88 | 1204.21 |
| Water | 165.39 | | 165.39 | 1026.00 | 1494.00 | 181.15 |
| Service Charges | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Grants | | | 0.00 | 250.00 | 0.00 | 0.00 |
| Bank Charges | 74.80 | | 74.80 | 76.80 | 76.40 | 0.00 |
| Festivals/Fundays | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Inter Account Transfers | 16000.00 | | 16000.00 | 21175.85 | 0.00 | 3000.00 |
| Community Centre Extension/Refurb Costs | 2648.98 | | 2648.98 | 21568.56 | 36879.95 | 6023.35 |
| Total Expenditure | 61956.90 | 0.00 | 61956.90 | 84157.67 | 85624.22 | 53558.27 |
| Net Income/(Expenditure) | 22688.43 | 0.00 | 22688.43 | -12802.35 | -21195.92 | -6628.97 |
| Balance Brought Forward | 15693.02 | 36977.73 | 52761.78 | 55595.13 | 82045.18 | 98870.95 |
| Net Income/(Expenditure) | 4190.28 | 8498.15 | 12688.43 | -14009.20 | -26450.05 | -16825.77 |
| Balance Carried Forward | 19883.30 | 45475.88 | 65450.21 | 52761.78 | 55595.13 | 82045.18 |

**PATCHWAY COMMUNITY ASSOCIATION
INCOME AND EXPENDITURE REPORT FOR
YEAR ENDING 31st MARCH 2025**

| Assets Held: | | 2024/2025 | 2023/2024 | 2022/2023 | 2021/2022 |
|----------------------------------|----------|------------------|------------------|------------------|------------------|
| HSBC Main Account | 19883.3 | 19883.30 | 15693.02 | 10513.20 | 14631.00 |
| Community Association Governance | 80000.00 | 80000.00 | 70000.00 | 70000.00 | 65000.00 |
| HSBC Fundraising Account | 45475.88 | 45475.88 | 36977.73 | 56166.75 | 67323.15 |
| Post Office Account | 91.03 | 91.03 | 91.03 | 91.03 | 91.03 |
| | | 145450.21 | 122761.78 | 136770.98 | 147045.18 |
| Net Income for the Year | | 12688.43 | -14009.20 | -26450.05 | -16825.77 |

PATCHWAY COMMUNITY ASSOCIATION

England & Wales - Charity number 301597

Accounts

Trustees Annual Reports for Year 2023-2024

Period Covering April 1st 2023, until April 1st 2024

Reference and administration details:

Charity Name Patchway Community Association
Other Names charity is known by PCA
Registered Charity Number 301597
Charities Address Patchway Community Centre
Rodway road
Patchway
Bristol BS34 5PF

Names of Trustees who manage the Charity

| Trustee Name | Office (if any) | Dates acted (if not whole year) | |
|--------------|-----------------|---------------------------------|--|
| John Thomas | Chair | July 2013-23 | |
| Tina Brice | Treasurer | July 2013-23 | |
| Eve Orpen | Secretary | July 2013-23 | |
| | | | |

Structure Governance and Management:

Currently there is one Part Time Manager and volunteers from the Association

Type of Governing Document: Constitution adopted 2009

How Charity is constituted: Association comprising 25 members (Volunteers)

Trustee Selection process: Elected at AGM held annually in July

Optional Information:

- The principal reason for this Association is to provide a meeting point for the people of Patchway and close environs
- The meeting point is called Patchway Community Centre.

- The Community Centre is leased from the Patchway Town Council on the basis of a 99-year lease and a £1.00/annum peppercorn rent
- It is our responsibility to maintain the building and keep in a safe and comfortable condition for the people of Patchway and close environs.
- As the Community Centre is used as a preschool (Bespoke Preschool) on a daily basis procedures are in place to ensure safeguarding of children
- Funding for general running of the Centre is by room rental to various groups in the community.
- Some funds were available from the Town Council in the form of a maintenance grant this year for which we were very grateful as the insurance premium alone for this building has doubled since the refurbishment project of the last two years
- We also apply for grants from various charitable organisations, but we never rely on being successful.

Objectives and Activities

- We aim to provide the people of Patchway and close environs with a Centre that is fit for purpose to be used from the youngest in our community (2-year-old) to the oldest in our community (Senior citizens activity groups including a Luncheon Club)
- Our activity planning revolves around maximising use of all the room spaces with **groups who can “live together” in harmony.**
- We provide a dedicated Classroom space to the Local Authority for running English as a second language (ESOL), Maths classes and Parenting Courses for local people and the new immigrants in our town
- Most of our evening activities are based around the various martial arts groups from Patchway and the surrounding area who frequent the Centre.
- We have a Senior Citizens Luncheon Club once a week, on Wednesday
- We have Slimming World class on Thursdays
- We have dog training classes on a Tuesday which promote responsible dog ownership in the community.
- We have an asset in the main, large hall of a fully sprung dance floor which is used for Ballroom Dancing.

- We have a Church Meeting on Saturday evenings
- We have a resident Amateur Dramatics group on Sunday afternoon and evening, with various dates for Pantomime and Play performances
- We have two young people's dance classes on different evenings.
- We have an Irish dance school
- Any available space/time is used for ad-hoc bookings for children's parties.
- All the members of our community regardless of age, sex, race, faith and ability are welcome to use our facility, which has a very diverse background.

Additional details

- We have continued to make some significant improvements to the "Old Building" replacing the 1960's toilets with new facilities and this has made the Community aware that we are striving to make this a good place to work and relax in. The renovations are going ahead so the building should be good for another 25/50 years with more improvements to thermal efficiency and the potential to utilise the vast roof space for PV and solar heating purposes.
- The maintaining of the floors with a modern material means we now only need to employ one cleaner for 10 hours per week a substantial saving over the year. Although this saving has been wiped out by the continued increase in the Government minimum wage. The new budget could cause us significant increases due to both NI contributions and yet another rise in minimum wage
- The employing of a of a Centre manager to aid the volunteer manager has proved to be very successful. The manager has been taken on in a part time role although she volunteers for a lot of extra unpaid hours. Her local knowledge has proved invaluable in filling the room space that we now have.
- The refurbishment left quite a lot to be desired with a very poor standard of Project Control and Architectural Oversight so we have to be constantly making good on some of the "improvements". We are endeavouring to find money each month to improve the acoustic performance of our new hall as the echoes are awful, wrong plasterboard fitted??

Achievements and Performance:

- We have retained all of the groups which have used this Centre over the past couple of decades and reassured them that we will still be here with an improved facility in the future, although we have been forced to raise the room hire fees again after

keeping them deliberately low for the last 7 years, our town has been identified as being in a deprived area, they are still with us and appreciate the efforts we have made on their behalf.

- We ran a social gathering of Disabled and Amputees on a no income basis which proved to be very successful with attendees coming from far and wide. We are lucky in having the M4/M5 and main railway station within 5 minutes of our centre.
- We hosted a party for the local Enablement Centre on a no income basis which was fantastic and if anyone thinks life is hard, they have no idea until they meet some of these limbless infants and children and their parents.
- We also hosted a "not for income" children's party for the local Scouts, which was very successful.
- This year, February, our Am Dram group ran a Pantomime for the local population which was very well supported, swelling their funds which they have further reinvested in the Community Centre by modernising the stage and lighting systems.
- We may be able to employ a handyman/caretaker for a limited number of hours per week. This will take some of the burden off of the Chairman who is currently performing the day-to-day maintenance on this building. So far this has not happened but the Trustees are still looking into this.

Financial Review:

- We finished March 2024 with a finishing balance on the current account, of £15693.02 with no outstanding creditors. As we have further reduced our utility bills we can now survive for a full year if any of our major groups decided to pull out.
- Staff costs are now limited to a part time Manager and two part time cleaners; the main outgoings are the utility bills. Although clever programming by the new manager has reduced our out goings on utility costs.

Details of any funds materially in deficit

- There are no known debts to pay at this time

Further Financial review details

- Our main source of funding has been through room rental. We had to increase our room rental charges to reflect the inflation cost and the increased cost because of standing charges on our energy accounts. Our loyal groups respected that decision and still support the centre

- We will have to continue to chase the appropriate sources of funds; charitable bodies etc. to ensure we have enough funds to put on more modest events for the community as a whole - *No change in policy for the future*

Future Plans.

- Our future policy has not changed with respect to large speculative events; the slow and steady approach which has been the mainstay to our post covid recovery is paying off both in terms of financial stability, building upkeep and adequate reserves.
- With the above in mind, we did run a large Indian Festival for the growing Indian population in this area. The event was so successful with more people in attendance than was anticipated. They wish to come again next year so this will have to be addressed
- The relocation of our resident preschool to their own bespoke area has been successful in so far as we are far more flexible and will allow larger cultural events to take place without the fear of the halls not being ready for the preschool on a Monday morning. However, government targets on preschool places means we will have to once again use space in the centre to help as the government want more places with no real income to the preschools.
- We will concentrate on giving our existing groups the best possible service as there are schools and church halls out there that can provide this service at a subsidised rent.

Declaration

The trustees declare that they have approved the trustees report above:

Signed on behalf of the Trustees

John Thomas

Chairperson

Date: - 29th December 2024

**PATCHWAY COMMUNITY ASSOCIATION
INCOME AND EXPENDITURE REPORT FOR
YEAR ENDING 31st MARCH 2024**

| | HSBC Main Account | HSBC Fundraising Account | Total 2023/2024 | Total 2022/2023 | Total 2021/2022 | Total 2020/2021 |
|---|-------------------------|--------------------------------|--------------------|--------------------|--------------------|--------------------|
| <u>Income</u> | | | | | | |
| Rental Income | 43653.55 | | 43653.55 | 45986.85 | 27195.39 | 20790.35 |
| Fundraising Income | 900.40 | | 900.40 | 0.00 | 0.00 | 0.00 |
| Grants | 3250.00 | | 3250.00 | 0.00 | 0.00 | 9000.00 |
| Affiliations | | | 0.00 | 0.00 | 0.00 | 10.00 |
| Interest Received | | 1986.83 | 1986.83 | 554.60 | 16.77 | 60.22 |
| Covid Grant | | | 0.00 | 0.00 | 16717.14 | 41143.00 |
| Inter Account Transfers | 21175.85 | | 21175.85 | 17886.85 | 3000.00 | 35000.00 |
| Utilities Refunds | 388.69 | | 388.69 | 0.00 | 0.00 | 0.00 |
| Total Income | 69368.49 | 1986.83 | 71355.32 | 64428.30 | 46929.30 | 106003.57 |
| <u>Expenditure</u> | | | | | | |
| Maintenance | 1921.15 | | 1921.15 | 8143.64 | 14167.34 | 6301.62 |
| Covid Set up Costs | | | 0.00 | 0.00 | 0.00 | 1235.86 |
| Office | 459.01 | | 459.01 | 788.93 | 1184.77 | 789.09 |
| Miscellaneous | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Waste Collection | 1510.05 | | 1510.05 | 1379.35 | 1162.63 | 1188.93 |
| Telephone & Internet | 1094.89 | | 1094.89 | 698.54 | 609.83 | 608.54 |
| LunchClub setup costs | 583.14 | | 583.14 | 1151.89 | 0.00 | 0.00 |
| Fundraising Activities | 747.56 | | 747.56 | 0.00 | 0.00 | 0.00 |
| Payroll | 18178.44 | | 18178.44 | 17407.64 | 17724.51 | 9642.43 |
| Insurance | 4667.22 | | 4667.22 | 4563.21 | 2463.40 | 1919.59 |
| Gas | 4720 | | 4720.00 | 6444.51 | 2554.46 | 4580.00 |
| Electricity | 4188.82 | | 4188.82 | 4185.38 | 3032.33 | 1780.00 |
| Rent & Rates | 299.60 | | 299.60 | 712.90 | 250.29 | 2.00 |
| Cathedral Leasing | 1690.58 | | 1690.58 | 1697.88 | 1204.21 | 637.87 |
| Water | 1026.00 | | 1026.00 | 1494.00 | 181.15 | 741.54 |
| Service Charges | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Grants | 250.00 | | 250.00 | 0.00 | 0.00 | 0.00 |
| Bank Charges | 76.80 | | 76.80 | 76.40 | 0.00 | 0.00 |
| Festivals/Fundays | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Inter Account Transfers | | 21175.85 | 21175.85 | 0.00 | 3000.00 | 35000.00 |
| Community Centre Extension/Refurb Costs | 21568.56 | | 21568.56 | 36879.95 | 6023.35 | 1440.00 |
| Total Expenditure | 62981.82 | 21175.85 | 84157.67 | 85624.22 | 53558.27 | 65867.47 |
| Net Income/(Expenditure) | 6386.67 | -19189.02 | -12802.35 | -21195.92 | -6628.97 | 40136.10 |
| Balance Brought Forward | 10513.20 | 56166.75 | 55595.13 | 82045.18 | 98870.95 | |
| Net Income/(Expenditure) | 5179.82 | -19189.02 | -14009.20 | -26450.05 | -16825.77 | |
| Balance Carried Forward | 15693.02 | 36977.73 | 52761.78 | 55595.13 | 82045.18 | |

**PATCHWAY COMMUNITY ASSOCIATION
INCOME AND EXPENDITURE REPORT FOR
YEAR ENDING 31st MARCH 2024**

| Assets Held: | | 2023/2024 | 2022/2023 | 2021/2022 | 2020/2021 |
|----------------------------------|----------|------------------|------------------|------------------|------------------|
| HSBC Main Account | 15693.02 | 15693.02 | 10513.20 | 14631.00 | 24473.54 |
| Community Association Governance | 70000.00 | 70000.00 | 70000.00 | 65000.00 | 55000.00 |
| HSBC Fundraising Account | 36977.73 | 36977.73 | 56166.75 | 67323.15 | 74306.38 |
| Post Office Account | 91.03 | 91.03 | 91.03 | 91.03 | 91.03 |
| | | 122761.78 | 136770.98 | 147045.18 | 153870.95 |
| Net Income for the Year | | -14009.20 | -26450.05 | -16825.77 | |

PATCHWAY COMMUNITY ASSOCIATION

England & Wales - Charity number 301597

Accounts

Trustees Annual Reports for Year 2022 - 2023

Period Covering April 1st 2022, until April 1st 2023

Reference and administration details:

Charity Name Patchway Community Association
Other Names charity is known by PCA
Registered Charity Number 301597
Charities Address Patchway Community Centre
Rodway road
Patchway
Bristol BS34 5PF

Names of Trustees who manage the Charity

| Trustee Name | Office (if any) | Dates acted (if not whole year) | |
|--------------|-----------------|---------------------------------|--|
| John Thomas | Chair | July 2013-23 | |
| Tina Brice | Treasurer | July 2013-23 | |
| Eve Orpen | Secretary | July 2013-23 | |
| | | | |

Structure Governance and Management:

Currently there is one Part Time Manager and volunteers from the Association

Type of Governing Document: Constitution adopted 2009

How Charity is constituted: Association comprising 25 members (Volunteers)

Trustee Selection process: Elected at AGM held annually in July

Optional Information:

- The principal reason for this Association is to provide a meeting point for the people of Patchway and close environs
- The meeting point is called Patchway Community Centre.

- The Community Centre is leased from the Patchway Town Council on the basis of a 99 year lease and a £1.00/annum peppercorn rent
- It is our responsibility to maintain the building and keep in a safe and comfortable condition for the people of Patchway and close environs.
- As the Community Centre is used as a preschool (Bespoke Preschool) on a daily basis procedures are in place to ensure safeguarding of children
- Funding for general running of the Centre is by room rental to various groups in the community.
- Pre COVID some funds were available from the Town Council in the form of a maintenance grant but in the past 4 years they have seen fit to withdraw their support even though we have doubled the size of the building and doubled the value of the Town Councils assets.
- We also apply for grants from various charitable organisations, but we never rely on being successful.

Objectives and Activities

- We aim to provide the people of Patchway and close environs with a Centre that is fit for purpose to be used from the youngest in our community (2-year-old) to the oldest in our community (Senior citizens activity groups including a Luncheon Club)
- Our activity planning revolves around maximising use of all the room spaces with groups who can “live together” in harmony.
- We provide a dedicated Classroom space to the Local Authority for running ESOL and Maths classes for local people and the new immigrants in our town
- Most of our evening activities are based around the various martial arts groups from Patchway and the surrounding area who frequent the Centre.
- We have a Senior Citizens Luncheon Club once a week, on Wednesday
- We have Slimming World class on Thursdays
- We have dog training classes which promote responsible dog ownership in the community.
- We have an asset in the main, large hall of a fully sprung dance floor which is used for Ballroom Dancing.

- We have a Church Meeting on Saturday evenings
- We have a new Amateur Dramatics group on Sunday afternoon and evening
- We have an "Off Ice" practice session group, our resin finished floors and suitable footwear allow simulation of ice dance
- We have two young people's dance classes on different evenings.
- We have an Irish dance school
- Any available space/time is used for ad-hoc bookings for children's parties.
- All the members of our community regardless of age, sex, race, faith and ability are welcome to use our facility, which has a very diverse background.

Additional details

- We have continued to make some significant improvements to the "Old Building" and this has made the Community aware that we are striving to make this a good place to work and relax in. The renovations are going ahead so the building should be good for another 25/50 years with more improvements to thermal efficiency and the potential to utilise the vast roof space for PV and solar heating purposes. In particular this year we have renovated the toilet areas which have remained the same for over 30 years. The cap and cove flooring make the areas more maintainable.
- The maintaining of the floors with a modern material means we now only need to employ one cleaner for 10 hours per week a substantial saving over the year. Although this saving has been wiped out by the continued increase in the Government minimum wage
- The employing of a of a Centre manager to aid the volunteer manager has proved to be very successful. The manager has been taken on in a part time role although she volunteers for a lot of extra unpaid hours. Her local knowledge has proved invaluable in filling the room space that we now have.

Achievements and Performance:

- We have retained all of the groups which have used this Centre over the past couple of decades and reassured them that we will still be here with an improved facility in the future, although we have been forced to raise the room hire fees after keeping them deliberately low for the last 7 years, our town has been identified as being in a

deprived area, they are still with us and appreciate the efforts we have made on their behalf.

- We ran a very successful musical event during festival week on not for income community benefit
- We also hosted a “not for income” children’s party for the local Scouts, which was very successful.
- This year, February, our Am Dram group ran a Pantomime for the local population which was very well supported, swelling their funds which they have seen to reinvest in the Community Centre by modernising the stage and lighting systems.
- We may be able to employ a handyman/caretaker for a limited number of hours per week. This will take some of the burden off of the Chairman who is currently performing the day-to-day maintenance on this building. So far this has not happened but the Trustees are still looking into this.

Financial Review:

- We finished March 2023 with a finishing balance on the current account, of £10513.20 with no outstanding creditors. As we have further reduced our utility bills we can now survive for a full year if any of our major groups decided to pull out.
- Staff costs are now limited to a part time Manager and two part time cleaners; the main outgoings are the utility bills. Although clever programming by the new manager has reduced our out goings on utility costs.

Details of any funds materially in deficit

- There are no known debts to pay at this time

Further Financial review details

- Our main source of funding has been through room rental. We had to increase our room rental charges to reflect the inflation cost and the increased cost because of the Ukraine conflict. Our loyal groups respected that decision and still support the centre
- We will have to continue to chase the appropriate sources of funds; charitable bodies etc. to ensure we have enough funds to put on more modest events for the community as a whole - *No change in policy for the future*

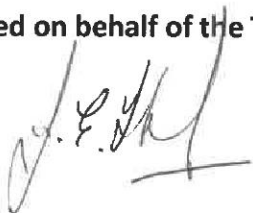
Future Plans.

- Our future policy has not changed with respect to large speculative events; the slow and steady approach which has been the mainstay to our post covid recovery is paying off both in terms of financial stability, building upkeep and adequate reserves.
- With the above in mind, we did run a large Indian Festival for the growing Indian population in this area. The event was so successful with more people in attendance than was anticipated. They wish to come again next year so this will have to be addressed
- The relocation of our resident preschool to their own bespoke area has been successful in so far as we are far more flexible and will allow larger cultural events to take place without the fear of the halls not being ready for the preschool on a Monday morning.
- We will concentrate on giving our existing groups the best possible service as there are schools and church halls out there that can provide this service at a subsidised rent.

Declaration

The trustees declare that they have approved the trustees report above:

Signed on behalf of the Trustees



John Thomas

Chairperson

Date: - 29th December 2023

**PATCHWAY COMMUNITY ASSOCIATION
INCOME AND EXPENDITURE REPORT FOR
YEAR ENDING 31st MARCH 2023**

| | HSBC Main Account | Total 2022/2023 | Total 2021/2022 | Total 2020/2021 | Total 2019/2020 |
|---|-------------------------|--------------------|--------------------|--------------------|--------------------|
| Income | | | | | |
| Rental Income | 45986.85 | 45986.85 | 27195.39 | 20790.35 | 38855.90 |
| Fundraising Income | | 0.00 | 0.00 | 0.00 | 0.00 |
| Grants | | 0.00 | 0.00 | 9000.00 | 9000.00 |
| Affiliations | | 0.00 | 0.00 | 10.00 | 55.00 |
| Interest Received | | 554.60 | 16.77 | 60.22 | 177.31 |
| Covid Grant | | 0.00 | 16717.14 | 41143.00 | 0.00 |
| Inter Account Transfers | 17886.85 | 17886.85 | 3000.00 | 35000.00 | 19000.00 |
| Utilities Refunds | | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Income | 63873.70 | 64428.30 | 46929.30 | 106003.57 | 67088.21 |
| Expenditure | | | | | |
| Maintenance | 8143.64 | 8143.64 | 14167.34 | 6301.62 | 6523.93 |
| Covid Set up Costs | | 0.00 | 0.00 | 1235.86 | 0.00 |
| Office | 788.93 | 788.93 | 1184.77 | 789.09 | 1188.56 |
| Miscellaneous | | 0.00 | 0.00 | 0.00 | 0.00 |
| Waste Collection | 1379.35 | 1379.35 | 1162.63 | 1188.93 | 1199.02 |
| Telephone & Internet | 698.54 | 698.54 | 609.83 | 608.54 | 654.83 |
| LunchClub setup costs | 1151.89 | 1151.89 | 0.00 | 0.00 | 0.00 |
| Fundraising Activities | | 0.00 | 0.00 | 0.00 | 0.00 |
| Payroll | 17407.64 | 17407.64 | 17724.51 | 9642.43 | 8122.58 |
| Insurance | 4563.21 | 4563.21 | 2463.40 | 1919.59 | 1851.80 |
| Gas | 6444.51 | 6444.51 | 2554.46 | 4580.00 | 4208.00 |
| Electricity | 4185.38 | 4185.38 | 3032.33 | 1780.00 | 1828.00 |
| Rent & Rates | 712.90 | 712.90 | 250.29 | 2.00 | 957.60 |
| Cathedral Leasing | 1697.88 | 1697.88 | 1204.21 | 637.87 | 680.68 |
| Water | 1494.00 | 1494.00 | 181.15 | 741.54 | 954.00 |
| Service Charges | | 0.00 | 0.00 | 0.00 | 0.00 |
| Grants | | 0.00 | 0.00 | 0.00 | 0.00 |
| Bank Charges | 76.40 | 76.40 | 0.00 | 0.00 | 0.00 |
| Festivals/Fundays | | 0.00 | 0.00 | 0.00 | 0.00 |
| Inter Account Transfers | | 0.00 | 3000.00 | 35000.00 | 19000.00 |
| Community Centre Extension/Refurb Costs | 18993.10 | 36879.95 | 6023.35 | 1440.00 | 0.00 |
| Total Expenditure | 67737.37 | 85624.22 | 53558.27 | 65867.47 | 47169.00 |
| Net Income/(Expenditure) | -3863.67 | -21195.92 | -6628.97 | 40136.10 | 19919.21 |
| Balance Brought Forward | 14631.00 | 82045.18 | 98870.95 | | |
| Net Income/(Expenditure) | -4117.80 | -26450.05 | -16825.77 | | |
| Balance Carried Forward | 10513.20 | 55595.13 | 82045.18 | | |

**PATCHWAY COMMUNITY ASSOCIATION
INCOME AND EXPENDITURE REPORT FOR
YEAR ENDING 31st MARCH 2023**

| Assets Held: | | 2022/2023 | 2021/2022 | 2020/2021 | 2019/2020 |
|----------------------------------|----------|------------------|------------------|------------------|------------------|
| Lloyds TSB Main Account | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| HSBC Main Account | 10513.20 | 10513.20 | 14631.00 | 24473.54 | 19397.66 |
| Lloyds TSB Fundraising Account | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Community Association Governance | 70000.00 | 70000.00 | 65000.00 | 55000.00 | 55000.00 |
| HSBC Fundraising Account | 44990.90 | 44990.90 | 67323.15 | 74306.38 | 39246.16 |
| Post Office Account | 91.03 | 91.03 | 91.03 | 91.03 | 91.03 |
| | | 125595.13 | 147045.18 | 153870.95 | 113734.85 |
| Net Income for the Year | | -26450.05 | -16825.77 | | |

PATCHWAY COMMUNITY ASSOCIATION

England & Wales - Charity number 301597

Accounts

Trustees Annual Reports for Year 2021 - 2022

Period Covering March 31st 2021, until March 31st 2022

Reference and administration details:

Charity Name Patchway Community Association

Other Names charity is known by PCA

Registered Charity Number 301597

Charities Address Patchway Community Centre
Rodway road
Patchway
Bristol BS34 5PF

Names of Trustees who manage the Charity

| Trustee Name | Office (if any) | Dates acted (if not whole year) | |
|--------------|-----------------|---------------------------------|--|
| John Thomas | Chair | July 2013-22 | |
| Tina Brice | Treasurer | July 2013-22 | |
| Eve Orpen | Secretary | July 2013-22 | |
| | | | |

Structure Governance and Management:

Currently there is one Part Time Manger and volunteers from the Association

Type of Governing Document: Constitution adopted 2009

How Charity is constituted: Association comprising 25 members

Trustee Selection process: Elected at AGM held annually in July

Optional Information:

- The principle reason for this Association is to provide a meeting point for the people of this area and the new housing developments planned for this area
- The meeting point is called Patchway Community Centre.

- The Community Centre is leased from the Patchway Town Council on the basis of a 99 year lease and a £1.00/annum peppercorn rent
- It is our responsibility to maintain the building and keep it in a safe and comfortable condition for the people of Patchway and Charlton Hayes. We have completed the renovation and enlargement of our building to provide extra capacity.
- We have had to compete with bureaucracy and shoddy workmanship and it has been a very uncomfortable 17 months to see this 26 week job to completion.
- The preschool has now got its own bespoke facility as part of the extension to the existing building and they no longer have to set up and put away as they have had to do for the last 30 years. It has been designed with safe guarding as a key priority with its own totally enclosed playground complete with “Inside/Outside classroom”
- Funding for general running of the Centre is by room rental to various groups in the community.
- For the last 2 years the Town Council has not supported us with a grant from their Budget to maintain their own asset; it’s an old building and needs a lot of upkeep.
- We also apply for grants from various charitable organisations, but we never rely on being successful.

Objectives and Activities

- We aim to provide the people of Patchway and Charlton Hayes with a Centre that is fit for purpose to be used from the youngest in our community (2 year old) to the oldest in our community, Senior citizens activity groups including a Luncheon Club.
- COVID took a toll on the volunteers for the lunch club and the Association has restarted the lunch club as a group wholly run group in the Centre. We are in our 5th week and have grown from 15 persons to 39 registered members, with more enquiries to date
- Our activity planning revolves around maximising use of all the room spaces with groups who can “live together” in harmony.
- Most of our evening activities are based around the various martial arts groups from Patchway and the surrounding area who frequent the Centre. The most recent group to join is an “Off Ice Dance Group”
- We have dog training classes which promote responsible dog ownership in the community.

- We hosted the “COVID Van” on our forecourt to enable the distribution of testing kits
- Pop up Play Village, another organisation for children’s entertainment.
- We have an asset in the main, large hall of a fully sprung dance floor and stage which is used for Ballroom Dancing and Amateur Dramatics
- We have a Church Meeting on Saturdays
- Any available space/time is used for ad-hoc bookings for children’s parties.
- All the members of our community regardless of age, sex, race, faith and ability are welcome to use our facility, which has a very diverse background.

Additional details

- Once again this year has proved to be a very complicated with the disruption caused by the return to normal from the COVID19 virus but we have managed to stay open as we were a designated facility for key worker and vulnerable children.
- Our successful policy of building up a reserve fund (Good Governance) means we should be secure for a 12 month period if all income ceased so we are now exceeding our obligation for good governance.
- We have continued to make some significant improvements to the “Old Building” and this has made the Community aware that we are striving to make this a good place to work and relax in.
- The renovations are almost complete but in saying that the construction company has left us with a few major water leaks which they appear to be very reluctant to admit to.
- The maintaining of the floors with a modern material means we now only need to employ one cleaner for 10 hours per week, and a second for 4 hours a substantial saving over the year.
- February 2020 saw the recruitment of a Centre manager to aid the volunteer manager now that we are in a position to cover the costs. The manager has been taken on in a part time role although she volunteers for a lot of extra unpaid hours. This was very fortuitous as the extra work involved with COVID 19 security would have swamped the volunteers and forced us to close.

Achievements and Performance:

- We have retained most of the groups which have used this Centre over the past couple of decades and reassured them that we will still be here with an improved facility in the future.
- The Local Authorities are using the Centre 4 days a week for adult education classes and they also staged a Student Celebration event to give out the Education Awards.
- Since we have reopened we have recruited 10 more regular groups, so we are busier than ever before. So busy that we are turning down bookings which can lead to disappointment to some in the Community, a victim of our recent success.
- This year the members of the Flower Show group have still not made an appearance after COVID so again the local Flower show event never took place.
- There were no music events held this year so far
- The Scout group event, Christmas Party, was resumed again in December and was a great success.
- The Pantomime was held in December
- Two plays were put on by our own new resident Am Dram group "Whitfield Players" in February
- Once again the new Part Time manager has proven to be a real asset in being able to juggle all the available room space to accommodate the group activity when they all started coming back to the Centre. There was a lot of admin work involved which she managed very successfully. If we need a full time manager we have managed to put money aside to fulfil this role for the first few years after the renovations.
- We may be able to employ a handyman/caretaker for a limited number of hours per week. This will take some of the burden off of the Chairman who is currently performing the day to day maintenance on this building. So far this has not happened but the Trustees are still looking into this.

Financial Review:

- We finished March 2022 with a finishing balance on the current account, of £14,631.00 with no outstanding creditors. As we were fortunate in contracting our energy supplies for three years we have in effect reduced our utility bills so we can now survive for a full year if any of our major groups decided to pull out.
- We did not apply for the Council Grant in this financial year as we had a grant from the Local Authority for COVID.

- Staff costs are now limited to a part time Manager and two part time cleaners; the main outgoings are the utility bills.
- Re-insulation of the roof above main hall has paid off and it now stays cool in the summer and is warmer in the winter, with reduced heating costs. This has been enhanced further by the renovation, part of which was to over clad the existing asbestos roof to include another 200mm of insulation.
- The electricity consumption has increased as the building has been made 50% larger with the inclusion of a great many more light fitting remained fairly constant and has levelled out at around £320.00 per calendar month and heating (Gas) £543.00

Details of any funds materially in deficit

- There are no known debts to pay at this time

Further Financial review details

- Our main source of funding has been through room rental. We did not increase our room rental charges to show our loyal groups that we respect their support as we know they are all going through tough times as well, in fact we 'subsidised' some groups until their numbers picked up.
- We will have to continue to chase the appropriate sources of funds; charitable bodies etc. to ensure we have enough funds to put on more modest events for the community as a whole - *No change in policy for the future*

Future Plans.

- Our future policy has not changed with respect to large speculative events; the slow and steady approach which has been the mainstay to recovery is paying off both in terms of financial stability, building upkeep and adequate reserves.
- Moving the preschool into their own area will allow larger cultural events to take place without the fear of the halls not being ready for the preschool on a Monday morning.
- We will concentrate on giving our existing groups the best possible service as there are schools and church halls out there that can provide this service at a subsidised rent.

Declaration

The trustees declare that they have approved the trustees report above:

Signed on behalf of the Trustees

John Thomas

Chairperson

Date: - 15th November 2022

A handwritten signature in black ink, appearing to read 'John Thomas', is written over a horizontal line. The signature is cursive and somewhat stylized.

**PATCHWAY COMMUNITY ASSOCIATION
INCOME AND EXPENDITURE REPORT FOR
YEAR ENDING 31st MARCH 2022**

| | HSBC Main Account | Total 2021/2022 | Total 2020/2021 | Total 2019/2020 | Total 2018/2019 | Total 2017/2018 |
|---|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Income | | | | | | |
| Rental Income | 27195.39 | 27195.39 | 20790.35 | 38855.90 | 32637.86 | 35478.09 |
| Fundraising Income | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grants | | 0.00 | 9000.00 | 9000.00 | 9000.00 | 11636.75 |
| Insurance Claims | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Affiliations | | 0.00 | 10.00 | 55.00 | 110.00 | 120.00 |
| Interest Received | | 16.77 | 60.22 | 177.31 | 102.38 | 23.40 |
| Covid Grant | 16717.14 | 16717.14 | 41143.00 | 0.00 | 0.00 | 0.00 |
| Inter Account Transfers | | 3000.00 | 35000.00 | 19000.00 | 9940.67 | 35000.00 |
| Floats | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Utilities Refunds | | 0.00 | 0.00 | 0.00 | 0.00 | 96.00 |
| Total Income | 43912.53 | 46929.30 | 106003.57 | 67088.21 | 51790.91 | 82354.24 |
| Expenditure | | | | | | |
| Maintenance | 14167.34 | 14167.34 | 6301.62 | 6523.93 | 8120.35 | 10577.48 |
| Covid Set up Costs | | 0.00 | 1235.86 | 0.00 | 0.00 | 0.00 |
| Office | 1184.77 | 1184.77 | 789.09 | 1188.56 | 411.02 | 336.84 |
| Miscellaneous | | 0.00 | 0.00 | 0.00 | 50.00 | 712.80 |
| Waste Collection | 1162.63 | 1162.63 | 1188.93 | 1199.02 | 1358.79 | 1485.69 |
| Telephone & Internet | 609.83 | 609.83 | 608.54 | 654.83 | 624.11 | 607.92 |
| Servicing | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Window Cleaning | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fundraising Activities | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Payroll | 17724.51 | 17724.51 | 9642.43 | 8122.58 | 5602.81 | 5893.90 |
| Insurance | 2463.40 | 2463.40 | 1919.59 | 1851.80 | 1871.85 | 0.00 |
| Gas | 2554.46 | 2554.46 | 4580.00 | 4208.00 | 4930.00 | 4240.00 |
| Electricity | 3032.33 | 3032.33 | 1780.00 | 1828.00 | 1657.00 | 2061.00 |
| Rent & Rates | 250.29 | 250.29 | 2.00 | 957.60 | 936.70 | 910.10 |
| Cathedral Leasing | 1204.21 | 1204.21 | 637.87 | 680.68 | 742.56 | 742.56 |
| Water | 181.15 | 181.15 | 741.54 | 954.00 | 959.50 | 844.00 |
| Volunteer Expenses | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Service Charges | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grants | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Professional Fees | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Festivals/Fundays | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Inter Account Transfers | 3000.00 | 3000.00 | 35000.00 | 19000.00 | 9940.67 | 35000.00 |
| Community Centre Extension/Refurb Costs | 6023.35 | 6023.35 | 1440.00 | 0.00 | 0.00 | 2340.00 |
| Total Expenditure | 53558.27 | 53558.27 | 65867.47 | 47169.00 | 37205.36 | 65752.29 |
| Net Income/(Expenditure) | -9645.74 | -6628.97 | 40136.10 | 19919.21 | 14585.55 | 16601.95 |
| Balance Brought Forward | 24473.54 | 98870.95 | | | | |
| Net Income/(Expenditure) | -9842.54 | -16825.77 | | | | |
| Balance Carried Forward | 14631.00 | 82045.18 | | | | |

**PATCHWAY COMMUNITY ASSOCIATION
INCOME AND EXPENDITURE REPORT FOR
YEAR ENDING 31st MARCH 2021**

| Assets Held: | | 2021/2022 | 2020/2021 | 2019/2020 | 2018/2019 | 2017/2018 |
|----------------------------------|----------|------------------|------------------|------------------|-----------------|-----------------|
| Lloyds TSB Main Account | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 585.48 |
| HSBC Main Account | 14631.00 | 14631.00 | 24473.54 | 19397.66 | 18404.4 | 12921.23 |
| Lloyds TSB Fundraising Account | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 355.02 |
| Community Association Governance | 65000.00 | 65000.00 | 55000.00 | 55000.00 | 50000.00 | 40000.00 |
| HSBC Fundraising Account | 67323.15 | 67323.15 | 74306.38 | 39246.16 | 25068.85 | 25025.93 |
| Post Office Account | 91.03 | 91.03 | 91.03 | 91.03 | 91.03 | 91.03 |
| | | 147045.18 | 153870.95 | 113734.85 | 78978.69 | 62376.74 |
| Net Income for the Year | | -16825.77 | | | | |

PATCHWAY COMMUNITY ASSOCIATION

England & Wales - Charity number 301597

Accounts

Trustees Annual Reports for Year 2020 - 2021

Period Covering March 31st 2020, until March 31st 2021

Reference and administration details:

Charity Name Patchway Community Association
Other Names charity is known by PCA
Registered Charity Number 301597
Charities Address Patchway Community Centre
Rodway road
Patchway
Bristol BS34 5PF

Names of Trustees who manage the Charity

| Trustee Name | Office (if any) | Dates acted (if not whole year) | |
|--------------|-----------------|---------------------------------|--|
| John Thomas | Chair | July 2013-20 | |
| Tina Brice | Treasurer | July 2013-20 | |
| Eve Orpen | Secretary | July 2013-20 | |
| | | | |

Structure Governance and Management:

Currently there is one Part Time Manger and volunteers from the Association

Type of Governing Document: Constitution adopted 2009

How Charity is constituted: Association comprising 23 members

Trustee Selection process: Elected at AGM held annually in July

Optional Information:

- The principle reason for this Association is to provide a meeting point for the people of this area and the new housing developments planned for this area
- The meeting point is called Patchway Community Centre.

- The Community Centre is leased from the Patchway Town Council on the basis of a 99 year lease and a £1.00/annum peppercorn rent
- It is our responsibility to maintain the building and keep in a safe and comfortable condition for the people of Patchway and Charlton Hayes. We are now working with the Local Authority and Town Council by building an annexe to the Centre to provide extra capacity for the new housing developments going on in this area.
- As the Community Centre is used as a preschool on a daily basis procedures are in place to ensure safeguarding of the children
- Funding for general running of the Centre is by room rental to various groups in the community.
- Some funds are available from the Town Council in the form of a maintenance grant; it's an old building and needs a lot of upkeep. We also apply for grants from various charitable organisations, but we never rely on being successful.

Objectives and Activities

- We aim to provide the people of Patchway and Charlton Hayes with a Centre that is fit for purpose to be used from the youngest in our community (2 year old) to the oldest in our community (Senior citizens activity groups including a Luncheon Club)
- Our activity planning revolves around maximising use of all the room spaces with groups who can "live together" in harmony.
- We are working very closely with South Gloucestershire LA in providing classrooms for adult education, who run a vast selection of courses including English as a Second Language (ESOL)
- Most of our evening activities are based around the various martial arts and keep fit groups from Patchway and the surrounding area that frequent the Centre. The most recent group to join is an Irish Dancing Class.
- We have a Senior Citizens Luncheon Club once a week.
- We have dog training classes which promote responsible dog ownership in the community.
- We have an asset in the main, large hall of a fully sprung dance floor which is used for Ballroom Dancing. This will be increased when we have a new large hall in the new building.
- We have a Church Meeting on Saturdays

- Any available space/time is used for ad-hoc bookings for children's parties.
- All the members of our community regardless of age, sex, race, faith and ability are welcome to use our facility, which has a very diverse background.

Additional details

- Once again this year has proved to be a very complicated with the disruption caused by the COVID19 virus but we have managed to stay open as we were a designated facility for key worker and vulnerable children.
- Our successful policy of building up a reserve fund (Good Governance) means we should be secure for a 12 month period if all income ceased so we are now exceeding our obligation for good governance. (More in 2020/2021 report)
- We have continued to make some significant improvements to the "Old Building" and this has made the Community aware that we are striving to make this a good place to work and relax in. The renovations are going ahead so the building should be good for another 25/50 years with more improvements to thermal efficiency and the potential to utilise the vast roof space for PV and solar heating purposes.
- We, in conjunction with the Patchway Town Council, using the Section 106 money, £1.6M, are enlarging and upgrading the Patchway Community Centre to build the new annexe and re-roof the old building by over cladding the old asbestos roof with an insulated metal roofing system. The plans have been approved and building should start in September 2020, an exciting period for us all in Patchway.
- The maintaining of the floors with a modern material means we now only need to employ one cleaner for 10 hours per week, and a second for 4 hours a substantial saving over the year.
- February 2020 saw the recruitment of a Centre manager to aid the volunteer manager now that we are in a position to cover the costs. The manager has been taken on in a part time role although she volunteers for a lot of extra unpaid hours. This was very fortuitous as the extra work involved with COVID 19 security would have swamped the volunteers and forced us to close.

Achievements and Performance:

- We have retained most of the groups which have used this Centre over the past couple of decades and reassured them that we will still be here with an improved facility in the future. They are still with us and appreciate the efforts we have made on their behalf although the second lockdown and stricter regulations have meant that we could not even begin to open to groups other than the preschool until July 2021

- This year for the first time in 30 years we could not hold our Flower Show as part of the local Council Festival week, also cancelled, but historically we have never charged for room spaces and facilities so no change to our income.
- There were no music events held this year so far
- The Scout group was also suspended so we did not need to have a “not for income” event this year.
- The Pantomime was cancelled this year, depleting our funds
- The new Part Time manager has prove to be a real asset in being able to juggle all the cleaning staff and arranging furlough where required, as well as liaising with the preschool to enable them to perform in a very trying environment of COVID and limiting their movements to ensure a safe space during the building works. However when we get the new upgrades to the building it will need a full time manager. We have managed to put money aside to fulfil this role for the first few years after the renovations.
- We may be able to employ a handyman/caretaker for a limited number of hours per week. This will take some of the burden off of the Chairman who is currently performing the day to day maintenance on this building. So far this has not happened but the Trustees are still looking into this.

Financial Review:

- We finished 31st March 2021 with a finishing balance on the current account, of £24,473.54 with no outstanding creditors. As we have further reduced our utility bills we can now survive for a full year if any of our major groups decided to pull out.
- The Town Council has become the link between us and the Local Authority for release of the Section 106 money for the improvements. A project group has been set up with representatives from the Community Association, the Town Council and the Local Authority. The section 106 money has to be spent by 2022 or we lose it.
- Our Maintenance Grant from the Town Council was agreed at £9000.00 and after some delay was paid in this calendar year.
- Staff costs are now limited to a part time Manager and two part time cleaners; the main outgoings are the utility bills.
- Re-insulation of the roof above main hall has paid off and it now stays cool in the summer and is warmer in the winter, with reduced heating costs. This will be further enhanced with the over cladding of the main roof to include 500mm of insulation.

- The electricity consumption has remained fairly constant and has levelled out at around £180.00 per calendar month. We have had to supply the main building contractor with power for the duration of the build so this will inevitably affect our usage and I expect we will have fluctuating payments until the usage settles into an operating routine.

Details of any funds materially in deficit

- There are no known debts to pay at this time

Further Financial review details

- Our main source of funding has been through room rental. We did not increase our room rental charges to show our loyal groups that we respect their support as we know they are all going through tough times as well, in fact we 'subsidised' some groups until their numbers picked up – *However the management committee has agreed to increase our charges by at least 2% as we cannot maintain the rents at 2013 prices when inflation has been running at 2.5% over the last 6 years; this has been affected by COVID so we may have to delay increases until all the groups are back to full numbers.*
- We will have to continue to chase the appropriate sources of funds; charitable bodies etc. to ensure we have enough funds to put on more modest events for the community as a whole - *No change in policy for the future*

Future Plans.

- Our future policy has not changed with respect to large speculative events; the slow and steady approach which has been the mainstay to recovery is paying off both in terms of financial stability, building upkeep and adequate reserves.
- The above will change now our building plans have proved successful and we have two more large spaces available
- Moving the preschool to their own area will allow larger cultural events to take place without the fear of the halls not being ready for the preschool on a Monday morning.
- We will concentrate on giving our existing groups the best possible service as there are schools and church halls out there that can provide this service at a subsidised rent.

Declaration

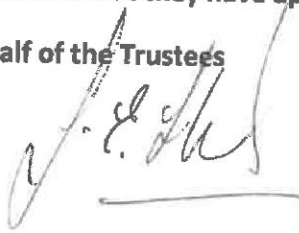
The trustees declare that they have approved the trustees report above:

Signed on behalf of the Trustees

John Thomas

Chairperson

Date: - 16th December 2020

A handwritten signature in black ink, appearing to read 'John Thomas', is written over a horizontal line. The signature is cursive and somewhat stylized.

**PATCHWAY COMMUNITY ASSOCIATION
INCOME AND EXPENDITURE REPORT FOR
YEAR ENDING 31st MARCH 2021**

| | HSBC Main Account | Total 2020/2021 | Total 2019/2020 | Total 2018/2019 | Total 2017/2018 | Total 2016/2017 |
|---|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Income | | | | | | |
| Rental Income | 20790.35 | 20790.35 | 38855.90 | 32637.86 | 35478.09 | 56070.04 |
| Fundraising Income | | 0.00 | 0.00 | 0.00 | 0.00 | 546.77 |
| Grants | 9000.00 | 9000.00 | 9000.00 | 9000.00 | 11636.75 | 0.00 |
| Insurance Claims | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Affiliations | 10.00 | 10.00 | 55.00 | 110.00 | 120.00 | 85.00 |
| Interest Received | | 60.22 | 177.31 | 102.38 | 23.40 | 2.88 |
| Covid Grant | 41143.00 | 41143.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Inter Account Transfers | | 35000.00 | 19000.00 | 9940.67 | 35000.00 | 17438.84 |
| Floats | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Utilities Refunds | | 0.00 | 0.00 | 0.00 | 96.00 | 0.00 |
| Total Income | 70943.35 | 106003.57 | 67088.21 | 51790.91 | 82354.24 | 74143.53 |
| Expenditure | | | | | | |
| Maintenance | 6301.62 | 6301.62 | 6523.93 | 8120.35 | 10577.48 | 6708.20 |
| Covid Set up Costs | 1235.86 | 1235.86 | 0.00 | 0.00 | 0.00 | 0.00 |
| Office | 789.09 | 789.09 | 1188.56 | 411.02 | 336.84 | 649.13 |
| Miscellaneous | | 0.00 | 0.00 | 50.00 | 712.80 | 429.90 |
| Waste Collection | 1188.93 | 1188.93 | 1199.02 | 1358.79 | 1485.69 | 1298.61 |
| Telephone & Internet | 608.54 | 608.54 | 654.83 | 624.11 | 607.92 | 920.06 |
| Servicing | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Window Cleaning | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fundraising Activities | | 0.00 | 0.00 | 0.00 | 0.00 | 190.00 |
| Payroll | 9642.43 | 9642.43 | 8122.58 | 5602.81 | 5893.90 | 5466.10 |
| Insurance | 1919.59 | 1919.59 | 1851.80 | 1871.85 | 0.00 | 3532.78 |
| Gas | 4580.00 | 4580.00 | 4208.00 | 4930.00 | 4240.00 | 5783.00 |
| Electricity | 1780.00 | 1780.00 | 1828.00 | 1657.00 | 2061.00 | 2533.00 |
| Rent & Rates | 2.00 | 2.00 | 957.60 | 936.70 | 910.10 | 944.30 |
| Cathedral Leasing | 637.87 | 637.87 | 680.68 | 742.56 | 742.56 | 742.56 |
| Water | 741.54 | 741.54 | 954.00 | 959.50 | 844.00 | 692.50 |
| Volunteer Expenses | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Service Charges | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grants | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Professional Fees | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Festivals/Fundays | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Inter Account Transfers | 35000.00 | 35000.00 | 19000.00 | 9940.67 | 35000.00 | 17438.84 |
| Community Centre Extension/Refurb Costs | 1440.00 | 1440.00 | 0.00 | 0.00 | 2340.00 | |
| Floats | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenditure | 65867.47 | 65867.47 | 47169.00 | 37205.36 | 65752.29 | 47328.98 |
| Net Income/(Expenditure) | 5075.88 | 40136.10 | 19919.21 | 14585.55 | 16601.95 | 26814.55 |
| Balance Brought Forward | 19397.66 | 58734.85 | | | | |
| Net Income/(Expenditure) | 5075.88 | 40136.10 | | | | |
| Balance Carried Forward | 24473.54 | 98870.95 | | | | |

**PATCHWAY COMMUNITY ASSOCIATION
INCOME AND EXPENDITURE REPORT FOR
YEAR ENDING 31st MARCH 2021**

| Assets Held: | 2020/2021 | 2019/2020 | 2018/2019 | 2017/2018 | 2016/2017 |
|--------------------------------|------------------|------------------|-----------------|-----------------|-----------------|
| Lloyds TSB Main Account | 0.00 | 0.00 | 0.00 | 585.48 | 585.48 |
| HSBC Main Account | 24473.54 | 19397.66 | 18404.4 | 12921.23 | 31342.68 |
| Lloyds TSB Fundraising Account | 0.00 | 0.00 | 0.00 | 355.02 | 354.89 |
| Governance | 55000.00 | 55000.00 | 50000.00 | 40000.00 | 30000.00 |
| HSBC Fundraising Account | 74306.38 | 39246.16 | 25068.85 | 25025.93 | 2.66 |
| Post Office Account | 91.03 | 91.03 | 91.03 | 91.03 | 91.03 |
| | 153870.95 | 113734.85 | 93564.28 | 78978.69 | 62376.74 |
| Net Income for the Year | 40136.10 | | | | |