

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

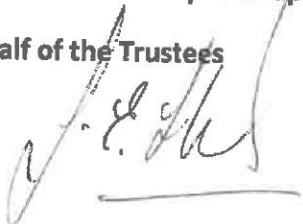
The trustees declare that they have approved the trustees report above:

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 fluid and cursive.

**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				