

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

**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				