

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*

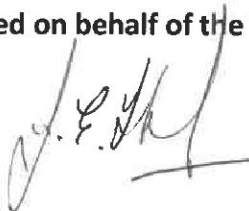
Future Plans.

- 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

A handwritten signature in black ink, appearing to read 'J. Thomas', with a horizontal line extending from the end of the signature.

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 | | |

