

# 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*

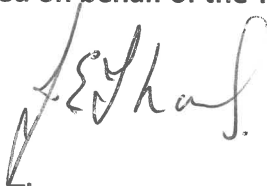
### **Future Plans.**

- 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 'J. Thomas', written over a horizontal line.

**John Thomas**

**Chairperson**

**Date: - 29<sup>th</sup> 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	<b>84645.33</b>	<b>0.00</b>	<b>84645.33</b>	<b>71355.32</b>	<b>64428.30</b>	<b>46929.30</b>
<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	<b>61956.90</b>	<b>0.00</b>	<b>61956.90</b>	<b>84157.67</b>	<b>85624.22</b>	<b>53558.27</b>
Net Income/(Expenditure)	<b>22688.43</b>	<b>0.00</b>	<b>22688.43</b>	<b>-12802.35</b>	<b>-21195.92</b>	<b>-6628.97</b>
Balance Brought Forward	15693.02	36977.73	<b>52761.78</b>	<b>55595.13</b>	<b>82045.18</b>	<b>98870.95</b>
Net Income/(Expenditure)	4190.28	8498.15	<b>12688.43</b>	<b>-14009.20</b>	<b>-26450.05</b>	<b>-16825.77</b>
Balance Carried Forward	19883.30	45475.88	<b>65450.21</b>	<b>52761.78</b>	<b>55595.13</b>	<b>82045.18</b>

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

<u>Assets Held:</u>		<b>2024/2025</b>	<b>2023/2024</b>	<b>2022/2023</b>	<b>2021/2022</b>
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
		<b>145450.21</b>	<b>122761.78</b>	<b>136770.98</b>	<b>147045.18</b>
Net Income for the Year		<b>12688.43</b>	<b>-14009.20</b>	<b>-26450.05</b>	<b>-16825.77</b>