

Horndean Community Association

Annual Report and Financial Statements

For the Year ending June 30 2022

Horndean Community Association Reference and Administration details

Charity Name	Horndean Community Association
Charity Registration number	301854 (unincorporated)
Principal Office	Merchistoun Hall 106 Portsmouth Road PO8 9LJ
Registered Office	Merchistoun Hall 106 Portsmouth Road PO8 9LJ
Trustees	John Topley Margaret Plumridge Yvonne Sprack Carol Cockett Brendan Charles
Association Manager	Brendan Charles
Solicitor	Hampshire County Council Legal team
Bankers	National Westminster PLC 93 London Road Waterlooville PO7 7EG
Independent examiner	Tanya Dowthwaite Community First Leigh Park Community Centre Havant

INTRODUCTION

Horndean Community Association is a registered charity operating in the area of Horndean parish and its environs on the southern fringes of the East Hampshire District Council area. It is also within the jurisdiction of Hampshire County Council.

OBJECTS OF THE CHARITY

The objects of the Association are to encourage and promote, education, social welfare and recreation for the inhabitants of Horndean and to manage a community centre for the local community – Merchistoun Hall and its Park (Grade II listed)

The trustees regularly review the association's activities, and at least once a year hold a major strategy review to ensure that future plans are compatible with the objectives and the opportunities within the area of benefit and to ensure that the activities planned are in line with the Charity Commission's guidance on public benefit.

THE ACTIVITIES OF THE CHARITY

The Association is involved in the development of the following activities

- The provision of leisure and educational activities & services.
- The provision of facilities for other organisations running similar activities
- The provision of hiring space to organisations for private meetings and functions.
- The maintenance and development of the site for community use

It achieves this by working both on its own and more often through working in partnership with other agencies. Through this activity Horndean Community Association demonstrates its ability to:

- Work in partnership & collaborate with a wider community
- Promote to a far wider audience its services, activities and events
- Provide funding to support the needs of the local community

STRUCTURAL GOVERNANCE AND MANAGEMENT

Horndean Community Association is governed by a board of trustees. The trustees hold regular Trustees meetings though these were halted during covid. In the interim the trustees are in communication by email and additional decision making meetings are held when necessary.

The decisions of the trustees are implemented by the staff led by the Association Manager and by nominated trustees and other volunteers. At the end of the year, there were 3 full time equivalent employees. This includes the staff of the "Minnows" pre-school.

There are 5 trustees of the Association.

Horndean Community Association also benefits from the work of a number of volunteers who help to ensure the Association functions effectively. We have with the permission of the charity commission appointed 2 staff to the board of trustees. All safeguards are in place to ensure that there is no conflict of interest. The public are made aware of the opportunity to become a trustee through internal communications to our users and volunteers, through our website, through appeals in other local

magazines and community fora and occasionally through press releases. Trustees can either be appointed at the Annual General Meeting or by co-option during the year.

OVERVIEW OF THE RECREATIONAL, EDUCATIONAL AND SOCIAL ACTIVITY

The Association provides a comprehensive programme of sessions that meet the aims of the Association

Our approach continues to be:

To retain our community services at a cost that does not discriminate

That our hiring rates for voluntary, not for profit and community groups remain at a level that acknowledges their status

The development of projects that meet the changing needs of our community

The development of existing partnerships and the creation of new ones

DIRECTLY MANAGED ACTIVITIES

Some of these activities are part of the silver stars programme and attendees get a discounted rate with the silver stars card. We will be looking to develop new activities as and when we can. Our current groups are :-

1. Minnows Preschool
2. Movement2Music
3. The Monday Morning Social
4. The Monday Afternoon Social
5. Short Mat Bowls
6. Tea Dance
7. Bridge
8. Fencing
9. Evergreens at Rosecott

OUR VOLUNTEERS

Once again the association and Horndean residents owe much to the many volunteers who give freely of their time to help in the smooth running of Horndean Community Association. They provide essential administrative assistance, raise money, lead and help with so many activities to make Merchistoun Hall a good place to be. The trustees wish to express their gratitude and thanks to them all as the association would not exist without them.

DUTY OF CARE - SAFEGUARDING

Staff, Trustees, and volunteers in sensitive areas are all subject to a robust induction and recruitment procedures where safeguarding is integral

The Association has in place both a Safeguarding & Deputy Safeguarding Officer who continue to be trained to ensure that the association is up to date with all relevant practises and legislation in this area

This commitment is supported by

- The requirements of the Disclosure & Barring Services (DBS) in support of our vulnerable beneficiaries to include relevant checks on relevant staff & volunteers as administered through the DBS

- The reporting requirements of the Charities Commission
- Our policies and procedures

This is further supported by the information & advice delivered through our engagement with relevant partners.

RELATED PARTY TRANSACTIONS

There were no trustee payments made

A REVIEW OF THE YEAR AT MERCHISTOUN HALL

HORNDEN COMMUNITY ASSOCIATION JULY 2021 – JUNE 2022

Activities

- We opened the Community Library in November 2021. We had so many books donated from local people we had to stop taking them in the end. The library is manned entirely by volunteers and open as often as we are able. Membership costs £1 per annum. We stopped counting when we got to 150 members. There are still loads of books to be sorted and sold but we will get round to them when we can. We have regular book sales and there are books displayed throughout the building. Income from books sales and the library will be used to purchase new books.
- There were 10 skittles nights with fish and chips. Everyone seems to enjoy them. A reminder that, though some time ago, it was Tesco that bought us the new skittle alley.
- We had a quiz night in November
- We had afternoon tea in December for U3A and a further one on March. Also, we catered for a birthday tea.
- We had a Xmas Fayre and Summer Fayre and we held a Jubilee Street party
- We have had fun in the house days for children during the holidays, and an Easter Fun Day
- All the sections as above met throughout the year. Evergreens met for a while at Rosecott but eventually ceased.
- Of our community groups, Hampshire Heartists, Now that's Jive, U3A Horndean, Brownies all met.
- Our commercial users included Pilates, Tai chi, Yoga, Perform and a number of Ghost hunts.
- There were a number of functions, other commercial hirings and parties. The bar did quite well.
- Regretfully we had to begin the closure of Minnows Preschool for financial reasons. The final closure being July 22.
- Funding – We had a grant of £1000 from Cllr Hatter (EHDC) for the library
- We were still in receipt of Covid restart grant at the beginning of the year totalling £10501.
- Some staff remained on furlough until September/October. Funding received for this £2601.
- Donations – Our main donations were £81 from Amazon. A neighbour donated £250 towards the removal of a tree and we had £500 from Horndean Care.

Given we were still on recovery from Covid we had a pretty good year.

MANAGING THE COMMUNITY ASSOCIATION'S ASSETS –

MERCHISTOUN HALL AND PARK

The trustees are managing to the best of their ability the building and the park with extremely limited and sometimes virtually no finance. As you all know the building is grade 11 listed, as is the garage (workshop) and this listing itself brings its own expense. The trustees manage by setting priorities concentrating on those things that can be done within the financial limitations.

The Trees in the park

We have removed about a dozen trees from the park this year. All were dead or dying. This work has now largely been completed.

Repairs and renewals

The total spent on repairs and renewals this year is £19126. Below is an outline of the main works and costs throughout this year.

Repairs and renewals July 21 – June 22

Action	Cost	Notes
	£	
Repairs to external lights	1092	This was done for safety reasons so the lights could be switched on and off from inside the building at night lighting up the building
Decoration	555	The ground floor was substantially decorated and we added the new reception desk and furniture (these came from the library)
Plumbing general	145	
New doors and vents in library store	2569	Primarily the replacement of the rotten fire door at the rear of the stage improving the rear security
Safety test electrical	740	Legal requirement
Repairs to upstairs toilet	569	From roof leaks caused by the removal of slates by people climbing on the roof.
Flushing the radiator system	2270	This should improve the heating capacity of the system
New heat exchange gas boiler	927	
LED bulbs	553	Energy efficiency measure. We are replacing all the fluorescents etc with LEDs
Removal of dead trees	6720	As per the tree survey.
Further monies towards the making of the park gates	2358	
Skips	490	Continue the clearance of accumulation of rubbish.

Financial review 2021

Key challenges for the organisation

- The organisation is asset rich and cash poor
- The land and building itself can be as much a liability as an asset. The ability for a small unincorporated charity to raise sufficient income to refurbish and upgrade the manor house and park to meet its Grade 11 listed status is limited.

- The trustees have continuing to develop strategies to both decrease expenditure, including continuing to review the staff costs, and increase the income through new programme developments and social enterprise.
- The trustees have not changed from their view that the community association needs to generate at least £80,000 per annum if it is to cover its costs (excluding minnows which is supposed to be self sufficient) and £100,000 if it is to provide income for the restoration and up-keep of this grade 11 listed building and park.

Horndean Community Association
Balance sheet to June 2022

	To June 22		To June 21	
	£	£	£	£
ASSETS				
Fixed assets				
Property	3,000,000		3000000	
Plant and machinery	4820		4338	
Plant and mac - accumulated depreciation	-4618		-3751	
Office equipment and IT Cost	6967		6184	
Office equipment and IT accumulated depreciation	-3588		-2892	
Furniture and fittings cost	30536		30477	
Fixtures and fittings Accumulated Depreciation	-18562		-15509	
total fixed assets		3015555		3018847
Current assets				
Stock bar/catering	1000		0	
Trade Debtors	4317		6205	
Prepayments	4599		4860	
Nat West current account	20766		30749	
Petty cash	6		50	
Reception bar till	1438		302	
Minnows Cash	4		0	
Minnows bank	4539		24822	
Business Reserves	38012		33001	
Savings account/functions	0		14	
Card payment account	1184		749	
Floats	75		38	
Community First holding account	6000		6000	
total current assets		81941		106790
TOTAL ASSETS		3097496		3125637
LIABILITIES				
Current liabilities				
Trade creditors	16627		8343	
Accruals	13622		18481	
Total current liabilities		30249		26824
Future Liabilities				
long term loans and mortgages	29486	29486	33000	

Total future liabilities		33000
TOTAL LIABILITIES	59735	59824
TOTAL NET ASSETS	3037761	3065813

Horndean Community Association

Statement of Financial Activities

Incoming resources (see note 1)

	Total 2021/22 £	Unrestricted Funds £	Restricted Funds £	Total 2021/22 £	2020/21
Voluntary income		9538		9538	58041
Activities for generating funds		39255		39255	6449
Investment income		0		0	3
Charitable activities		22086	36203	58289	60127
Other incoming resources		6664		6664	16393
Total		77543	36203	113746	141013

Resources expended (See Note 2)

	Total 2021/22 £	Unrestricted Funds £	Restricted Funds £	Total 2021/22 £	2020/21
Fundraising and trading costs		32017		32017	28071
Charitable activities		71001	36445	107446	94010
Governance & other costs		2663		2663	1502
Other resources expended		476		476	714
Total		108820	36445	142602	124297

Horndean Community Association

Notes to the Financial Statements for the Year Ended June 30th 2020

Accounting Policies

Incoming resources

Recognition of incoming resources	These are included in the statement of Financial Activities (SOFA) when <ul style="list-style-type: none"> • The charity becomes entitled to the resources • The trustees are virtually certain they will receive the resources ; and • The monetary value can be measured with sufficient reliability.
Incoming resources with related expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross.
Grants and Donations	Grants and donations are only included when the charity has unconditional entitlement to the resources
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included at the same time as the gift to which they relate
Contractual income and performance related gifts	This is only included once the goods or services have been delivered
Gifts in kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity Gifts in kind for use by the charity are included as incoming resources when receivable
Donated goods and service	These are only included in incoming resources (with the equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the Trustees Annual Report
Investment Income	This is included in the accounts when receivable
Investment gains and losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay our resources
Governance costs	Include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output provided, such grants are only recognised once the recipient of the grant has provided the specified service or output.
Grants payable without payment conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity
Support Costs	Support costs include central functions and have been allocated to activity cost categories. On a basis consistent with the use of resources,

ASSETS

Tangible fixed assets for use by the charity	These are capitalised if they can be used for more than one year. And the cost at least £500. They are valued at cost or , if gifted, at the value to the charity on receipt.
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at the trustees best estimate of market value
Stocks and work in progress	These are valued at the lower of cost or market value

Note 1**Analysis of incoming resources****Voluntary Income**

	This year 2021/22	2020/21
	£	£
Membership and silver stars cards	765	177
Donations	939	392
Government covid grant	7834	57472
Total	9538	58041

Activities for generating funds

	This year 2021/22	2020/21
	£	£
Hire of building by external parties	21632	4642
Sales bar and catering	15753	
Social Activity tickets	1155	119
Fundraising	715	22
Outreach Commission		
Total	39255	6449

Investment income

	This year 2021/22	2020/21
	£	£
Total	0	3

Incoming resources from**Charitable activities**

	This year 2021/22	2020/21
	£	£
Contribution from activities by users	8436	12981
Hire of building to other community users	4738	797
Contribution to Minnows (grant & fees)	42609	27784
Project and activity grants	2500	18590
Loan of equipment	6	25
Total	58289	60128

Other Income

	This year 2021/22	2020/21
	£	£
Refunds/insurance claims		382
Returned deposits		
Employment allowance	3886	3250
Employment allowance furlough	2601	12761
Other miscellaneous	177	
Total	6664	16393

Note 2

Analysis of resources expended

Fundraising and trading costs

	2021/22	2020/21
	£	£
Sales bar and catering	4760	735
Fundraising costs		
Overheads	12370	13894
Managerial costs	14887	13442
Total	32017	28071

Charitable Activities

	2021/22	2020/21
	£	£
Community Activities	3270	181
Community activity supported by grants	36455	27772
Overheads	28862	32418
Managerial costs	34735	333639
Depreciation	4134	
Total	107446	94010

Governance & other costs

	2021/22	2020/21
	£	£
Governance	2663	1520
Other	476	714
	3139	2216

Note 3

Trustees Expenses -

No trustees were paid expenses this financial year

Note 4

Independent examiner for reporting on the accounts

£

Note 5**Paid employers for the period to June 30 2022****No of staff****Full time equivalent approximately**

	HCA 2022	2021	Minnows 2022	2021	Total 2021	2020
	£	£	£	£	£	£
Salaries	45592	40903	34145	24793	73376	65666
National Insurance	2484	2248	1467	1077	3951	3325
Pension	1034	980	833	742	1867	1722
Total	49110	44131	36445	26582	79194	70713

Administration costs **£ 510**

Employment allowance **£3885**

Furlough **£ 2601**

Redundancy pay for minnows staff of £6361 paid in July 2022 is shown within these figures

Note 6**Defined contribution pension scheme**

Horndean Community Association honours its legal requirement by offering a pension scheme for eligible staff. This is paid using the three stage incremental process with relevant percentages deducted from staff salaries and balances honoured by the Association. The Association uses the NEST provision.

Note 7**Horndean Community Association Grants - 1 July 2021 - 30 June 2022**

c/f	description	date received	New this year	Spend on capital activities £	recharge against running costs £	c/f June 22 £
142	sudacrem			142		
800	HCC Cllr toilets			800		
1000	EHDC screen					1000
	EHDC Cllr Hatter Library	27/07/2021	1000	1000		
	covid restart government	sept 21 - Feb 22	10501		10501	
	Furlough	Jul - Oct 21	2601		2601	
	Minnows	all year	36313		36313	
1942			50415	1942	49415	1000

Debtors**Note 8**

	2022	2021
	£	£
Trade Debtors	4515	6205
Totals	4515	6205

Note 9**Creditors**

Creditors	2022	2021
	£	£
Trade creditors	9652	2217
Wages	6975	6216
Accruals	13622	10171
Total	30249	18604

Note 10**Fixed Assets**

The Community Association owns the Building – Merchistoun Hall, Horndean a Grade 2 listed Manor house and the surrounding 4.5 acre park. The Association Trustees allow the public access to this park. These assets are used to house activities that further the charities aims.

The land and buildings were valued at £2.8K when last valued in 2008. We have adjusted the balance sheet to reflect this.

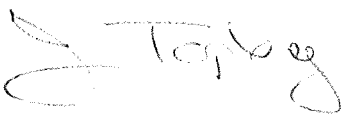
Note 11**The Asset register**

The value of the equipment on the asset register is shown under the following headings

- Plant and Machinery
- Office equipment and IT
- Fixtures and Fittings

Stock Value**Note 12**

Bar	£650
Catering	£350
Total	£1000

Signed: 

Dated: 06/04/2023

The Horndean Community Association

Independent Examiners Report to the Trustees of The Horndean Community Association

I report on the accounts of the charity for the year end 30 June 2022.

Respective responsibilities of trustee and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of the Independent examiners report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
- To keep accounting records in accordance with section 130 of the Charities Act 2011; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
- have not been met; or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Tanya Dowthwaite (FCA)
Leigh Park Community Centre
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Date 5th April 2023