

The Rainham & Wigmore Community Association

Known locally as The Oast



Trustee Annual Report

For the Period Ended 31st December 2020

Charity Registration Number: 302748

Registered Address:
The Oast Community Centre
Granary Close
Rainham
Kent
ME8 7SG

TRUSTEE LIST 2020

Name (C) indicates Current Post Holder	Position (if any)	Dates	Meetings Attended**
Jason Liddiard	President	January to December 2020	7/11
Paul Clark	Chair	January to December 2020	10/11
Bernard Hawkes	Secretary and Bookings	January to December 2020	11/11
Dave Stockey		January to October 2020	6/9
Kathy Lay	Bookings Secretary	January to December 2020	3/11
Cllr Kirstine Carr	Local Councillor	January to December 2020	4/11
Steve Claringbold	Buildings Officer	January to December 2020	5/11
Robin Halls		January to December 2020	9/11
Joy Sanders	Minute Secretary	January to December 2020	8/11
Brian Fitzell	Buildings	January to December 2020	5/11
Deborah Gorman		January to December 2020	9/11
** There were a total of 11 meetings during 2020. Dave Stockey stood down from the Committee from October and Kathy Lay was on maternity 'leave' as from April. All meetings from April throughout the remainder of the year were conducted online in response to the pandemic.			

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Rainham & Wigmore Community Association (R&WCA) is a membership association, constituted as a charity on 30th May 1968.

The R&WCA trustees form two voluntary committees, a Council committee and an Executive committee. The council committee is responsible for the overall operation of the charity, and the Executive committee is responsible for the day to day operations (the running of the Community Centre).

The Council Committee is elected each year at the Annual General meeting and consists of a Chairman, Honorary officers, Council Members elected from Full Members of the Association, and an Associate Members Representative, together with one representative from users and voluntary organisations that operate in the area.

Formally, the Executive Committee is appointed at the first meeting of the Council, the Chairman and Honorary Officers of the Council automatically become the equivalent members of the Executive committee. Additional members are then appointed from the remaining elected trustees.

For many years the Council has utilised its ability to delegate all its powers to the Executive committee to streamline the meetings and provide consistency in operations throughout the year. The Executive meets once a month to discuss matters relating the charity and the Community Centre including planning and financial matters.

OBJECTIVES AND ACTIVITIES



VISION STATEMENT

Create a vibrant, diverse, accessible and financially sustainable community centre at the heart of Rainham, supported by the people of Kent and Medway, at the same time protecting and enhancing our heritage in the Oast House.

MISSION STATEMENT

Provide facilities that present opportunities for a strong community centre at the heart of Rainham, built on the underpinning values of good governance, accountability, respect, equality and dynamism.

Strategic Objectives

- Provide flexible, accessible, safe and economical facilities for community groups and social enterprises from which they can operate, support each other and deliver services to their members.
- Create a home where community growth, action, volunteering and enterprise will be nurtured, built upon effective community engagement across a wide spectrum of groups and funders.
- Operate on a financially sustainable model to protect the Oast building and its land; all monies generated will be recycled back into the Rainham Oast Community Centre.
- Actively seek new sources of funding to deliver the community centre ethos which is vested in the neighbourhoods of Medway.
- Ensure our policies and actions facilitate a community centre seeking to educate, inform, inspire and improve wellbeing of the local community through a range of activities.
- Ensure our policies and actions encourage equality and diversity of provision
- Develop 21st century community-led governance arrangements, with the ownership of the Rainham Oast remaining within the remit of the R&WCA (Charity No. 302748).
- The governance model will be fit for purpose to manage building assets sustainably and within a social enterprise ethos.

Delivery of Public Benefit

The Trustees and Executive kept in mind the Charity Commission's guidance on public benefit at all meetings where the R&WCA's activities were planned or reviewed. The focus of this being The Oast and the opportunities it provides for social welfare, education, recreation, leisure activities within the community.

LETTER FROM THE CHAIR

May I welcome you to our Annual Report.

This past year, 2020, has proved a very challenging year for the Oast as indeed it has for everyone! Covid-19 has hit the Oast hard since it was closed to our regular users for at least six months, there were no parties, limited bar revenues and of course, no mid-summer Oast Beer and Music festival. All this affected severely the income streams for the Oast. Unfortunately, many of our costs are fixed and there was not a corresponding reduction in those!

The Oast operated normally throughout January and February, but during the early part of March it became clear that many groups were deciding to halt their meetings and from March 23rd we closed the Oast formally to all activities in reality most groups had ceased by the week before.

During the closed period we maintained a daily check process on the building, which was undertaken by Bernard, Jason and myself on a rota business. Where possible we negotiated with service contractors reductions in their charges during the closed and scaled back period of operations. Unfortunately many of our costs are fixed and therefore could not be reduced.

The Government issued revised guidance on a regular basis, we assimilated the effects on the Oast. Eventually we were able to reopen the doors on August 3rd. As preparation for this we had to introduce a one-way system of movement within the Oast and install sanitiser units at the egress points, together with room cleaning stations and supplies in each room. We also invited all group leaders/organisers to a choice of Zoom meetings in advance to explain the new system and requirements.

In the early days of the reopening only organised children meetings and support groups were acceptable.

Whilst some groups returned from August and September onwards many did not, wanting to see how the pandemic progressed. Throughout this period we organised that either the Secretary or myself was on site during any group activity.

Eventually, the government imposed a second lockdown which meant the Oast closed again on November 4th.

Whilst the Oast was in this closed period we were approached by the NHS and Medway Council as to the possibility of utilising the Oast as a Covid Testing Centre. The Executive agreed that this would be a very useful role that the Oast could play for the community and as from the beginning of December, the testing centre opened for business.

Of course, all this affected our financial position. We immediately stopped any unnecessary work on the building and negotiated reductions in service charges where possible.

Our total income was just £29,000 compared with £55,700 in 2019. Expenditure totalled almost £40,000. Overall we made an operating deficit of £9,100.

This annual report is substantially shorter than normal since very little has happened other than a 'holding' position for the Oast. The only bright exception was that we welcomed Hands Gillingham to the Oast. They needed to relocate their base office and after discussions and the agreement of their trustees, Hands transferred their operations to the Oast from September.

As you all know the Oast relies on volunteers and that includes Executive members. Unfortunately towards the end of the year we said goodbye to Dave Stockey. We thank him for his commitment and insight.

Finally, as Chair of the Association may I record my sincere thanks to everyone on the Executive who have given up their time and contributed to the Oast's continued journey in these very challenging times.



 **Paul Clark**
Chair
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FB: @theoastrainham
Twitter: @Oastcomctr

THE COMMUNITY JEWEL AT THE HEART OF RAINHAM

FINANCE REPORT 2020

This year has been extremely challenging for the Oast.

Our regular income streams totalled just £15500 compared to just under £43,000 in 2019. This was totally the effect of the pandemic leading to the total shut down of the Centre for almost six months.

Overall our income increased to £30,000 but this was essentially as a result of the Oast becoming a community hub providing services in relation to COVID-19. Of course there was no income from our usual Mid-Summer Oast Beer and Music festival as it was cancelled and meant a loss of at least £5000 in revenue.

On the expenditure front we were able to reduce the total to just under £40,000, but a substantial proportion of our costs are fixed such as rates, insurance, IT and internet contracts.

Due to the severely restricted income streams the year end position showed an operating loss of just over £9000.

In accordance with accounting and Charity Commission rules the accounts have been subject to an Independent Examination and the Independent Examiners report is set out on the following page.

B & R Financial Consultants
8 Littlebourne Avenue, Gillingham, Kent ME8 6QG
EM; britbuultjens16@gmail.com
Tel; 07915047352, 01634 374688

Charity Commission for England & Wales.

Ref:: Rainham & Wigmore Community Association
Oast House Community Centre,
Granary Close, Rainham, Kent ME8 7SG

Sirs,

I report on the attached accounts for the year to 31st December 2020.

My examination was carried out with the general directions given by the Charity Commission.

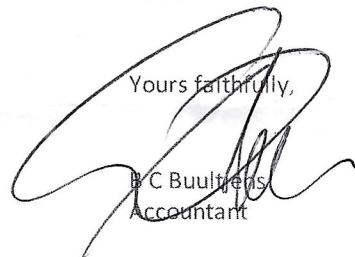
I am pleased with the presentation and review of the accounting records and approve of its accuracy.

In my report of last year, I drew attention to the possibility of recouping some of the VAT costs that the association was incurring year on year. I did take the responsibility to follow up, but I have had no response from HM Customs and Excise, having spent a lot of time holding on for assistance and eventually giving up.

However another attempt for a retrospective registration or revival of the old registration number will I am sure not go to waste.

Once again, I will take the necessary steps to follow up this process and keep the Association informed.

Yours faithfully,



B C Buultjens
Accountant

Profit & Loss

The Oast Rainham & Wigmore Community Association
1 January 2020 to 31 December 2020

Dec 2020

Income

Casual Bookings	£11,851.50
Events - Disco	£0.00
Membership	£180.00
Office Hire	£1,375.00
Regular Hirers	£14,247.50
Total Income	£27,654.00

Gross Profit	£27,654.00
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Plus Other Income

Refundable Deposits	-£50.00
Donations	£1,992.07

Total Other Income	£1,942.07
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Less Operating Expenses

Alarms & Security MAIN	-£148.80
Bank Fees	-£59.50
Cleaning	-£7,536.51
Depreciation Expense	-£3,254.00
Fire Services	-£284.89
General Expenses	-£447.48
Insurance	-£4,677.52
IT Software and Consumables	-£868.76
Legal & Consulting Expenses	-£3,658.00
Light, Power, Heating	-£10,955.11
Printing & Stationery	-£291.84
Rates	-£1,408.00
Repairs & Maintenance	-£2,392.06
Telephone & Internet	-£1,407.72
Waste Disposal	-£781.88
Water Supplies	£644.75
Total Operating Expenses	-£37,527.32

Operating Profit	-£7,931.25
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Non-operating Income

Oast Beer Festival	£0.00
Total Non-operating Income	£0.00

Non-operating Expenses

Bar Operations

Alarms & Security - BAR	-£141.60
BAR - Expenses (not supplies)	-£650.00
BAR - Licences	-£187.50
BAR - Supplies	-£1,057.08
BAR - Til Income	£1,739.88
Stock Opening	-£355.00
Stock closing	£624.00

Total Bar Operations	-£27.30
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Operational Surplus/Deficit	-£7,958.55
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RESTRICTED

Kiln 2 Development	£0.00
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TEA ROOM GRANTS	£0.00
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All Access Fund (Tea Room)	-£1,277.50
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Grounds Environmental Fund	£0.00
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History Project	£0.00
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Total RESTRICTED	-£1,277.50
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Net Profit	-£9,236.05
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Balance Sheet

The Oast Rainham & Wigmore Community Association As at 31 December 2021

31 Dec 2021

Assets

Bank	
PayPal RWCA	15
Rainham & Wigmore Community As	9,073
Social Club	983
Total Bank	10,071
Current Assets	
Accounts Receivable	11,156
Capital Fund	(1,250)
Cash Account	1,941
Key Deposits	(120)
OPening Balance Bar Bank Account	(3,029)
PayPal Account	157
Total Current Assets	8,856
Fixed Assets	
Buildings	9,631
Less Accumulated Depreciation on Buildings	1,548
Development Project - Offices	2,896
Furniture & Fittings	638
Office Equipment	3,333
Plant & Machinery	17,837
Less Accumulated Depreciation on Plant and Machinery	2,625
Total Fixed Assets	38,508
Total Assets	57,434

Liabilities

Current Liabilities	
Accounts Payable	6,518
Historical Adjustment	29,428
Income in Advance	120
Suspense	(1,407)
Creditors	(5,726)
Total Current Liabilities	28,933
Total Liabilities	28,933
Net Assets	28,501

Equity

Current Year Earnings	11,286
Retained Earnings	17,215
Total Equity	28,501