

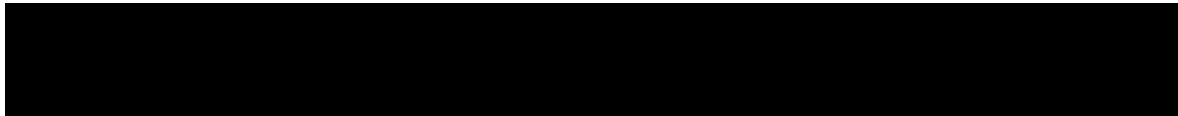


Registration Certificate_304351_compre:



Trustees' Annual Report for the period

	Period start date				Period end date		
	Day 01	Month 04	Year 2022		Day 31	Month 03	Year 2023
From				To			



Charity name **South Oxford Community Association**

Other names charity is known by

☐

Registered charity number (if any) **304351**

Charity's principal address **South Oxford Community Centre**

Lake Street

Oxford

Postcode

OX1 4RP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Catherine Morey	Chairperson		
2	Richard Watts	Acting Treasurer		
3	Anna Railton	Secretary		
4	Claire Stentiford			
5	Bodo Schulenberg			
6	Philippa Muir			
7	Martin Beeks			
8	Benjamin Sorgiovanni			
9	Naomi Watts			
10				
11				

	12				
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				
	Names of the trustees for the charity, if any, (for example, any custodian trustees)				
	Name		Dates acted if not for whole year		
	N/A.				

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	R Candy	9 Norreys Avenue, Oxford OX1 4ST
City Council Observer		

Name of chief executive or names of senior staff members (Optional information)

Debby Forbes – Centre Administrator and Finance Officer
Michelle Plaisted-Kerr - Cafe Coordinator

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	The charity is constituted as a Community Association
Trustee selection methods (eg. appointed by, elected by)	The Managing Committee of Trustees are elected at the annual general meeting by members of the Association and serve for one year

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

- South Oxford Community Association (SOCA) manages South Oxford Community Centre, Lake Street, Oxford
- The Trustees are responsible for the governance of the Association and management of the Centre
- A Volunteering Policy provides guidance on the procedure to be followed on the induction of new Trustees and the duties and responsibilities of those trustees alongside briefing provided from the Charity Commission and the Constitution
- SOCA is a member of Oxford Community and Voluntary Action (OCVA) and Community Matters. It currently belongs to the Oxford Federation of Community Associations
- SOCA is supported by the Communities Team of Oxford City Council and receives good support from South Oxford's local Councillors who sit on the MC as part of their Ward duties
- A range of policy and procedure is in place to guide the Trustees, employees and volunteers to manage South Oxford Community Centre

Summary of the objects of the charity set out in its governing document

The objects of the Association are to:

"Provide facilities for educational, social welfare, recreation and leisure time activities that contribute to improving the conditions of life for the inhabitants of South Oxford; and to establish and maintain and manage a Community Centre in cooperation with any statutory authority with an interest in the Centre."

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

- SOCA runs South Oxford Community Centre in accordance with the constitution and provides affordable rooms, directly manages some activities open to the local community and manages the facilities for the residents of South Oxford
- SOCA holds these premises under a 25 year lease with Oxford City Council with certain responsibilities to maintain the premises in a certain condition under this lease and work in partnership with Oxford City Council to renovate and upgrade the facilities, keeping them to a good standard for community use
- The Constitution defines the Community Association's Area of Benefit as the areas of Cold Harbour, New Hinksey and Grandpont in South Oxford
- SOCA has a discounted room hire policy for local charities and activities to benefit those within the Area of Benefit. The Association aims to develop income to provide a dedicated fund for each annual budget to offset provision of such discounted room hire

SOCA directly runs:

- A Community Café each Tuesday and Thursday since October 2019, in order to reach out to the Community and encourage local people to come into the Centre for socialising, networking and sign-posting from the Centre
- A Community Fridge open three days a week to support the reduction of food waste, working with the Oxford Food Hub and some Oxford food retailers
- A regular bingo group for local older people – especially serving those seeking friendship and company during the week
- Works with the newly formed South Oxford Arts (previously known as New Hinksey Arts) to put on Art events at the Centre to promote the arts for the local community and to support local artists. These include: an annual exhibition for Oxfordshire Artweeks and taking part in the national initiative, The Big Draw

The Community Centre hosts a range of activities run by groups that rent our facilities, such as:

- yoga, pilates and exercise classes
- music and drumming groups
- community group meetings and training events
- the weekly, very popular, South Oxford Farmers' Market
- meetings and special events of the South Oxford Women's Institute
- a number of martial arts groups use many spaces at the Centre, including our DoJo with fixed mats
- Hinksey Sculling School activity for whom the Centre is their primary site for land and lake training, classes and storage of their single sculls

The Trustees are attentive to the regulation of the Charity Commission, engage with Oxford City Council and opportunities

for joint working, attending meetings to discuss issues relevant to Community Centres in Oxford and their communities.
 There are measures in place to ensure the sound financial running of the Centre and to ensure the Centre's financial stability and security.
 The Management Committee regularly reviews the accounts and undertakes a financial review and budgeting process each year.

Additional details of objectives and activities (Optional information)

Policy and procedure is regularly reviewed in line with best practice and changing guidance or statutory regulation.

Where possible, the Management Committee seeks data to inform and support the running of the Centre and to assess the relevance and success of activities, including their social benefit.

Where possible, grants (and sponsorship) are sought to support the running of the Centre and specific projects, e.g.: art exhibitions, improvements to garden and internal fixtures and fittings, development of the Cafe and Fridge initiatives

SOCA values the contributions made by our volunteers and a regularly reviewed policy guides the volunteering activity:

- Volunteers play a crucial role in the running of the Centre, and SOCA is thankful for those who regularly give up their time to support the Cafe and the Fridge and support all aspects of the Association's work
- Trustees give their time freely to the Management of the Centre and to support staff and other volunteers.
- Links are being established with a range of other community groups to work in partnership and to involve volunteers in a number of roles at the Centre such as running the Community Café and helping with gardening
- In turn the Centre can provide local people with work experience that represents a step towards employment and can support mental health and wellbeing
- A group of local artists, known collectively as New Hinksey Arts, have been providing art classes and events directly from the Association for a number of years and this year, SOCA has been proud to support them to develop into a separate independent group to be known as South Oxford Arts. They will continue to work in partnership with SOCA to put on exhibitions and events and separately they will be developing their own resources to run classes and further events. All the artists give up time voluntarily to support events for the local community and aim to subsidise classes for the benefit of local people

You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The period of this report is 12 months 1 April 2022 - 31 March 2023. The following summary gives examples of initiatives and achievements in this period:

- This was SOCA's first full year of its amended financial year
- This was the first year with the new structure of room rates in place. User groups, those who had been on lower rates or historic discounts had a staggered increase in their rates to support transition
- Some groups took advantage of the updated Discounted Room Hire Policy to assist them with financial transition
- The chairperson continued regular 'Catch Up' meetings with each member of staff
- A review was carried out of the Caretakers' responsibilities and contract with full discussion with the employee in post
- The payment for work done on the annex buildings in 2019 was agreed in the last financial period but is accounted for in this year's expenditure. Funds had been put aside for this work in advance of the refurbishment.
- The Management Committee continue to work with Oxford City Council to discuss damp in the BHR (Lower Hall) and whether funding will be found to remove asbestos
- Depending on the outcome of the above the Association will decide on works to improve the BHR in terms of lighting, noise transfer and storage including improvements to the utility area
- The Oxford Probation Service have provided decorating at the Centre to meet our obligations under the lease.
- Art Weeks exhibition was well attended with positive feedback and The Big Draw was re-started post pandemic, well attended with positive feedback and plans to make this a regular annual feature are under way
- The Community Café, Tuesday and Thursday has continued to thrive with numbers on Thursday increasing.
- A new Cafe Coordinator was successfully appointed
- The Community Fridge has had a successful year and its use is growing: with locally housed refugee families among its users and more referrals attending regularly
- Plans are being discussed to restart the popular Neighbourhood Forums in 2023-24
- The new Centre website has been launched successfully
- A new booking system is being trialled
- New signage has been placed at the back of the building to add a better welcome to the building as it is approached across Hinksey Park.
- Funding for a public defibrillator has been successfully applied for
- Quotes have been gathered for measures to improve energy efficiency at the Centre and grant money being sought. The Committee plan to use some of any possible

surplus funds next year to start to put these measures in place

Brief statement of the charity's policy on reserves

The Association continues to hold an appropriate reserve level of £19,670.00 in order to fulfil any financial obligations should the charity fail or its work under the constitution become impossible

The reserve is calculated to meet the amount needed to meet staff redundancy payments plus a sum representing the equivalent of 3 months annual expenditure.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- SOCA's principal source of funds is from letting and room hire income, with small amounts from the sale of artworks, catering and entertainment
- Grant funding is sought for all major room upgrading, purchase of equipment, or new projects

Section F

Other optional information

Aspirations for 2023-2024

- Develop membership of the Association
- Allocate funds for energy saving measures at the Centre
- Allocate funds for improvements to fixtures and fittings in the BHR [Lower Hall]
- Seek grant funding for a fixed canopy outside the Brenda Horwood Room to offer shelter
- Continue to seek partnerships for work alongside the Cafe and Fridge offering to support the local community and their needs

Long Term Aspirations:

- Seek grant funding, and work with Oxford City Council's Communities Team, to develop staffing at the Centre

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) C Morey

Richard Watts

Full name(s) Catherine Morey

Richard Watts

Position (e.g. Secretary,
Chair, etc)

Acting Treasurer

Date 30 June 2023

South Oxford Community Association
12 months ended 31 March 2023

Statement of assets and liabilities at the end of the period

	March 2023 £	March 2022 £
Assets		
CAF Bank account	11,211.58	9,753.04
Deposit bank account	55,013.27	55,282.97
Sum-Up/PayPal account	29.50	22.50
Petty Cash / floats	90.50	91.06
	<u>66,344.85</u>	<u>65,149.57</u>
Liabilities		
Street Schools money held on behalf of third parties	-	4,000.00
Refundable deposits	1,162.00	887.00
Tax & NI	268.03	301.24
	<u>1,430.03</u>	<u>5,188.24</u>
Net Assets	<u>64,914.82</u>	<u>59,961.33</u>
Funds		
Restricted Funds		
Community art projects		
Community Impact Fund Round 2 Small/Medium		
Grant 2022/23 received from OCC	750.00	-
Grant received from Midcounties Co-Op	500.00	-
Payments	- 1,291.29	-
Transferred from General Fund	41.29	-
Balance c/forward	<u>-</u>	<u>-</u>
Community café and garden		
Balance b/forward	250.00	-
Donations & Grant received	-	1,500.00
Payments	- 250.00	- 1,250.00
Balance c/forward	<u>-</u>	<u>250.00</u>
Donations for Asylum Welcome		
Cash collected	288.40	-
Payment to Asylum Welcome	- 288.40	-
Balance c/forward	<u>-</u>	<u>-</u>
Donations for MacMillan Cancer Support		
Coffee morning receipts	-	42.60
Payment to MacMillan	-	- 42.60
Balance c/forward	<u>-</u>	<u>-</u>
Dojo Reserve		
Balance b/forward	5,807.26	4,908.26
Receipts: from room hire	205.00	899.00
Balance c/forward	<u>6,012.26</u>	<u>5,807.26</u>
Unrestricted Funds		
General Fund		
Balance b/forward	53,654.07	40,788.33
Receipts	83,128.87	81,750.68
Donation Transferred from Designated Fund	-	850.00
Payments	- 78,140.38	- 69,734.94
Balance c/forward	<u>58,642.56</u>	<u>53,654.07</u>
Designated Fund 1: Bingo Club		
Balance b/forward	250.00	250.00
Receipts	59.50	29.00
Payments	- 49.50	- 29.00
Balance c/forward	<u>260.00</u>	<u>250.00</u>
Designated Fund 2: Brasenose Community Events Support Fund		
Balance b/forward	-	850.00
Transferred to General Fund	-	- 850.00
Balance c/forward	<u>-</u>	<u>-</u>
Total Funds	<u>64,914.82</u>	<u>59,961.33</u>

South Oxford Community Association
12 months ended 31 March 2023

Receipts and Payments in respect of Unrestricted General Funds

	12 months 2022/23 £	15 months 2021/22 £
Receipts		
Room hire	60,660.87	42,111.58
Other hire	6,525.00	3,132.50
Art events	9,982.87	8,841.41
SOCA clubs	377.40	159.55
SOCA Membership fees	285.00	684.00
Community café	4,133.79	5,654.47
Sundry	413.16	392.17
Lockdown grants from Oxford City Council	-	19,240.43
Bank interest	750.78	1,534.57
	<u>83,128.87</u>	<u>81,750.68</u>

Payments

Staff costs	32,968.51	41,844.28
Less Furlough Scheme receipts	-	- 5,156.82
Heat, light, water	7,228.03	9,115.52
Business rates	614.40	191.83
Insurance	589.33	750.44
Repairs & Renewals	1,166.01	688.70
Housekeeping & Equipment	9,251.56	10,316.30
Office supplies	422.25	438.33
Licences and memberships	1,343.52	924.08
Telephone & IT	779.10	1,323.04
General expenses	886.17	1,052.67
Art event expenses	6,042.70	7,045.00
Community Café	854.17	571.93
Capital projects	15,953.34	629.64
Transfer to Community Art Projects		
Restricted Fund	41.29	-
	<u>78,140.38</u>	<u>69,734.94</u>

South Oxford Community Association

12 months ended 31 March 2023

Independent examiner's report to the trustees of South Oxford Community Association

I report to the trustees on my examination of the accounts of the South Oxford Community Association (the Association) for the 12 months ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of the Association you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Association's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Association as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: R Candy

Relevant professional qualification or membership of professional bodies: Chartered Accountant

Address: 9 Norreys Avenue, Oxford OX1 4ST

Date: 24 May 2023

South Oxford Community Association
12 months ended 31 March 2023

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South Oxford Community Association

12 months ended 31 March 2023

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Signed:

Name: R Candy

Relevant professional qualification or membership of professional bodies: Chartered Accountant

Address: 9 Norreys Avenue, Oxford OX1 4ST

Date: 24 May 2023