



RegistrationCertificate_304351_compre:



Trustees' Annual Report for the period

	Period start date			T o	Period end date		
	Day 01	Month 04	Year 2023		Day 31	Month 03	Ye ar 202 4

From

Section A details

Reference and administration

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			
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	18				
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	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		

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

Debby Forbes – Centre Administrator

Michelle Plaisted-Kerr - Cafe Coordinator

Section B

Structure, governance and management

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 and the induction of other volunteers at the Centre
- SOCA is a member of National Council for Voluntary Organisations (NCV), Oxford Community and Voluntary Action (OCVA) and Community Matters. It belongs to the Federation of Oxford Community Associations (FOCA)
- 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

Section C

Objectives and activities

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

All the groups running at the Centre are part of bringing the community together, creating community cohesion, supporting those who may be lonely or isolated and promote the use of the

Centre by showcasing the facilities through the welcome they provide.

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 and produces a written Financial Strategy document outlining the financial management of the Centre

Additional details of objectives and activities (Optional information)

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

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

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 the financial viability and 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 and extended activity where possible.

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 employees and 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
- SOCA has continued to work with and support South Oxford Arts (established in 2022) to develop as an independent group based at the Centre. In partnership SOCA and SOA have participated in Oxford Art week and the National event: The Big Draw. SOA continues to develop 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

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The period of this report is 12 months 1 April 2023 - 31 March 2024. The following summary gives examples of initiatives and achievements in this period:

- SOCA has completed its second year under its new Room Hire/Rate structure. The new pricing structure is now fully established and a full review of finances in place. This takes place annually, during January, February and March, as part of the budget process.
- Groups are encouraged to use the updated Discounted Room Hire Policy to assist them setting up or running one off events for the benefit of the local community. Groups are encouraged to seek grant funding as well in partnership with SOCA if that can support the local benefit.
- The chairperson continues regular 'Catch Up' meetings with employees
- A grant was received to establish a community defibrillator which will be fixed to the building facing the open park. SOCA will take on running and maintenance costs.
- Funds are put aside, from any accrued surplus for improvements to the lower hall to develop the Cafe space and improve hire potential. These include improvements to storage, insulation, acoustics and kitchen area
- The utility area in the Lower Hall has been improved
- The Oxford Probation Service have provided decorating at the Centre to meet our obligations under the lease.
- Artweeks exhibition was well attended with positive feedback and The Big Draw was a friendly and positive event.
- The Community Café, Tuesday and Thursday has continued to thrive with good numbers and donations.
- The Cafe Coordinator has established good links within the community and with Council teams and other Oxford NGOs and established clear job descriptions for the Cafe/Fridge volunteers
- 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 ongoing to re-establish Neighbourhood Forums.
- An online booking system has been established and is helpful to hirers as well as provided useful data on room usage
- A grant has been received to develop a regular cooking group until September 2024 using surplus food and targeting those in need of simple, economic recipes, those with few cooking facilities or those with little experience of cooking and also to share cultural heritage

Section E Financial review

Brief statement of the charity's policy on reserves

The Association continues to hold an appropriate reserve level, recorded in the accounts, 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.

The reserve for 2024 is £22,767.00

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 2024-2025

- Relaunch and promote membership of the Association
- Receive grant funding to add insulation to the roof spaces at the Centre
- Spend an allocated amount of accumulated surplus funds for improvements to fixtures and fittings in the BHR [Lower Hall]: including kitchen area, furniture, cupboards, improvements to acoustics and sound transfer
- Continue to seek partnerships for work alongside the Cafe and Fridge offering to support the local community and their needs
- Consider applying for a grant to trial a Manager role to take on some workload from the Trustees such as Grant Applications, Marketing of the Centre, Website and Social Media work and analysis of local demographic information, room occupancy

Long Term Aspirations:

- To have the Centre open across the week for Cafe, welcome, networking by the local community

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	Section G Declaration
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	<p>The trustees declare that they have approved the trustees' report above.</p> <p>Signed on behalf of the charity's trustees</p>
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Signature(s)	C Morey	Richard Watts
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Full name(s)	Catherine Morey	Richard Watts
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Position (e.g. Secretary, Chair, etc)	Chairperson	Acting Treasurer
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Date	11/6/24
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South Oxford Community Association
12 months ended 31 March 2024

Statement of assets and liabilities at the end of the period

	March 2024 £	March 2023 £
Assets		
CAF Bank account	4,806.58	11,211.58
Deposit bank account	70,474.98	55,013.27
Sum-Up/PayPal account	79.00	29.50
Petty Cash / floats	92.16	90.50
	<u>75,452.72</u>	<u>66,344.85</u>
Liabilities		
Refundable deposits	1,307.00	1,162.00
Tax & NI	310.61	268.03
	<u>1,617.61</u>	<u>1,430.03</u>
Net Assets	<u>73,835.11</u>	<u>64,914.82</u>

Funds

Restricted Funds

Community Fridge / Cafe

Grant received from Oxfordshire Community Foundation	3,747.00	
Payments	- 21.01	
Balance c/forward	<u>3,725.99</u>	<u>-</u>

Defibrillator

Grant received from Oxford City Council	3,000.00	-
Balance c/forward	<u>3,000.00</u>	<u>-</u>

Kitchen units

Grant received from Oxford City Council	500.00	-
Balance c/forward	<u>500.00</u>	<u>-</u>

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
Payments	-	- 250.00
Balance c/forward	<u>-</u>	<u>-</u>

Donations for Asylum Welcome

Cash collected	-	288.40
Payment to Asylum Welcome	-	- 288.40
Balance c/forward	<u>-</u>	<u>-</u>

Dojo Reserve

Balance b/forward	6,012.26	5,807.26
Receipts: from room hire	-	205.00
Balance c/forward	<u>6,012.26</u>	<u>6,012.26</u>

Unrestricted Funds

General Fund

Balance b/forward	58,642.56	53,654.07
Receipts	78,377.91	83,128.87
Payments	- 76,683.61	- 78,140.38
Balance c/forward	<u>60,336.86</u>	<u>58,642.56</u>

Designated Fund: Bingo Club

Balance b/forward	260.00	250.00
Receipts	-	59.50
Payments	-	- 49.50
Balance c/forward	<u>260.00</u>	<u>260.00</u>

Total Funds	<u>73,835.11</u>	<u>64,914.82</u>
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South Oxford Community Association
12 months ended 31 March 2024

Receipts and Payments in respect of Unrestricted General Funds

	2023/24	2022/23
	£	£
Receipts		
Room hire	61,324.77	60,660.87
Other hire	6,995.40	6,525.00
Art events	727.70	9,982.87
SOCA clubs	565.50	377.40
SOCA Membership fees	175.00	285.00
Community café	5,043.66	4,133.79
Sundry	60.80	413.16
Grant	2,000.00	-
Bank interest	1,485.08	750.78
	<u>78,377.91</u>	<u>83,128.87</u>
Payments		
Staff costs	37,439.53	32,968.51
Heat, light, water	14,362.78	7,228.03
Business rates	275.20	614.40
Insurance	763.59	589.33
Repairs & Renewals	346.66	1,166.01
Housekeeping & equipment, trade waste, and cleaning contractors	11,617.50	9,251.56
Office supplies	874.30	422.25
Licences and memberships	2,045.24	1,343.52
Telephone & IT	759.28	779.10
General expenses	853.70	886.17
Art event expenses	1,053.84	6,042.70
Community Café	373.33	854.17
Capital projects	5,918.66	15,953.34
Transfer to Community Art Projects Restricted Fund	-	41.29
	<u>76,683.61</u>	<u>78,140.38</u>

South Oxford Community Association
12 months ended 31 March 2024

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 2024.

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: 23 April 2024