



Registration Certificate_304351_compre:



Trustees' Annual Report for the period

	Period start date			Period end date		
	Day 01	Month 04	Year 2024	Day 31	Month 03	Year 2025
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	Mark Essex	Chairperson		
2	Richard Watts	Treasurer		
3	Anna Railton	Secretary		
4	Claire Stentiford			
5	Martin Beeks			
6	Philippa Muir			
7	Bodo Schulenberg		Up to 11th June 2024	
8				
9				
10				

	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
Michelle Plaisted-Kerr – Community Food 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 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

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:

- The Hinksey Park Community Café each Tuesday and Thursday, reaching out to the Community and encourage local people to come

into the Centre for socialising, networking and sign-posting from the Centre

- The Hinksey Park Community Fridge, open from Monday, to support the reduction of food waste, working with the Oxford Food Hub and local retailers
- The Hinksey Park Community Larder each Thursday, to support the reduction of food waste, working with the South Oxford Food and Educational Alliance (SOFEA)
- A regular bingo group for local older people – especially serving those seeking friendship and company during the week
- Supports 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 - Oxfordshire Artweeks and 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
- 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

Policy and procedure are 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.

related
investment;

- contribution
made by
volunteers.

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 other community food waste related initiatives
- 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, Larder, Fridge 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 Oxfordshire Artweeks and the National event: The Big Draw.

Summary of the main achievements of the charity during the year

The period of this report is 12 months 1 April 2024 - 31 March 2025. The following summary gives examples of initiatives and achievements in this period:

- Received grant funding to add insulation to the roof spaces at the Centre
- SOCA completed a review of Room Hire/Rates and the pricing structure is now fully established and a full review of finances in place. This took place 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 and other Trustees continue regular 'Catch Up' meetings with employees and volunteers
- Funds from any accrued surplus went to improvements to the lower hall to develop the 'Community Space' and increase use. These included improvements to storage, flooring, internet and kitchen area
- Local volunteers, staff and the chairperson decorated the Community Space, part of meeting our obligations under the lease.
- Artweeks exhibition was well attended with positive feedback and the Big Draw was a friendly and positive event.
- Grants were received for these community food initiatives, including a monthly cooking class to use surplus food and targeting those in need of simple, economic recipes, with few cooking facilities or those with little experience of cooking and also to share cultural heritage.
- The Hinksey Park Community Café on Tuesday and Thursday continues to thrive with good numbers and donations.
- The Hinksey Park Community Larder (Thursday) and Hinksey Park Community Fridge (Monday-Wednesday) has had a successful year and its use is growing: with locally housed refugee families among its users and referrals attending regularly
- The Community Food Coordinator has established good links within the community and with Council teams and other Oxford NGOs and established clear job descriptions for the volunteers
- The online booking system is well established and helps hirers as well as provided useful data on room usage.

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 2025 is £24,592.

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 2025-2026

- Promote some form of membership of the Association by individuals or sponsorship by local companies.
- Continue to seek partnerships for work alongside the Community Café, Fridge and Larder offering to support the local community and their needs
- Continue to seek out a grant to trial a Centre 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
- Improve measurement of 'impact' from the Centre.

Long Term Aspirations:

- To have the Centre open across the week for more Café days, providing a warm and welcome space for the local community

**The trustees declare that they have approved the trustees' report above.
Signed on behalf of the charity's trustees**

Signature(s) Mark Essex

Richard Watts

Full name(s) Mark Thomas Essex

Richard Watts

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

Chair

Treasurer

Date 23/7/2025

South Oxford Community Association
12 months ended 31 March 2025

Statement of assets and liabilities at the end of the period

	March 2025 £	March 2024 £
Assets		
CAF Bank account	12,699.06	4,806.58
Deposit bank account	63,548.96	70,474.98
Sum-Up account	60.00	79.00
Petty Cash / floats	81.22	92.16
	<u>76,389.24</u>	<u>75,452.72</u>
Liabilities		
Refundable deposits	1,457.00	1,307.00
Tax & NI	313.95	310.61
	<u>1,770.95</u>	<u>1,617.61</u>
Net Assets	<u>74,618.29</u>	<u>73,835.11</u>
Funds		
Restricted Funds		
MacMillan Cancer Support		
Receipts from fundraiser event	56.63	-
Payment to MacMillan	- 56.63	-
Balance c/forward	<u>-</u>	<u>-</u>
OxFED Period Poverty		
Grant received	300.00	-
Payments	- 133.50	-
Balance c/forward	<u>166.50</u>	<u>-</u>
Living Well - community cooking, seated exercise		
Balance b/forward	3,725.99	-
Grants received	7,451.00	3,747.00
Payments	- 7,440.74	- 21.01
Balance c/forward	<u>3,736.25</u>	<u>3,725.99</u>
Community Larder		
Grant received	8,090.00	-
Payments	- 1,225.57	-
Balance c/forward	<u>6,864.43</u>	<u>-</u>
Defibrillator		
Balance b/forward	3,000.00	-
Grant received		3,000.00
Payments	- 2,252.40	-
Balance c/forward	<u>747.60</u>	<u>3,000.00</u>
Loft Insulation		
Grant received	5,059.00	-
Payments	- 5,059.00	-
Balance c/forward	<u>-</u>	<u>-</u>
Kitchen units		
Balance b/forward	500.00	-
Grant received	-	500.00
Payments	- 500.00	-
Balance c/forward	<u>-</u>	<u>500.00</u>
Dojo Reserve		
Balance b/forward	6,012.26	6,012.26
Balance c/forward	<u>6,012.26</u>	<u>6,012.26</u>
Unrestricted Funds		
General Fund		
Balance b/forward	60,336.86	58,642.56
Receipts	84,591.23	78,377.91
Payments	- 87,909.84	- 76,683.61
Balance c/forward	<u>57,018.25</u>	<u>60,336.86</u>
Designated Fund: Bingo Club		
Balance b/forward	260.00	260.00
Receipts	12.00	-
Payments	- 199.00	-
Balance c/forward	<u>73.00</u>	<u>260.00</u>
Total Funds	<u>74,618.29</u>	<u>73,835.11</u>

South Oxford Community Association
12 months ended 31 March 2025

Receipts and Payments in respect of Unrestricted General Funds

	2024/25	2023/24
	£	£
Receipts		
Room hire	63,225.86	61,324.77
Other hire	9,007.00	6,995.40
Art events	480.56	727.70
SOCA clubs	570.20	565.50
SOCA Membership fees	135.00	175.00
Community café	7,368.68	5,043.66
Sundry, including donations	1,488.81	60.80
Grants	223.00	2,000.00
Bank interest	2,092.12	1,485.08
	<u>84,591.23</u>	<u>78,377.91</u>

Payments		
Staff costs	39,503.75	37,439.53
Heat, light, water	16,540.64	14,362.78
Business rates	268.21	275.20
Insurance	764.96	763.59
Repairs & Renewals	349.95	346.66
Housekeeping & equipment, trade waste, and cleaning contractors	12,721.42	11,617.50
Office supplies	1,196.98	874.30
Licences and memberships	1,487.96	2,045.24
Telephone & IT	1,131.46	759.28
General expenses	530.14	853.70
Art event expenses	32.59	1,053.84
Community Café	475.02	373.33
Capital projects	12,906.76	5,918.66
	<u>87,909.84</u>	<u>76,683.61</u>

South Oxford Community Association

12 months ended 31 March 2025

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 2025.

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: 19 May 2025