

## **BANSTEAD COMMUNITY ASSOCIATION**

Registered Charity No. 304970

### **Trustees Annual Report for the year ending 31st December 2021**

#### **Constitutional matters**

The Trustees present their report for the year together with Financial Statements which have been prepared in accordance with the provisions of our Constitution, the Charities Act and the recommendations of the Charities Commission.

No changes have been made to the Constitution and the version adopted in March 1999 remains in force.

The Constitution requires that the hall be properly maintained to promote the benefit of the inhabitants of Banstead Village and the surrounding area, to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The Trustees (Council) who served during the year are listed in Appendix B and met 3 times in the year and the Executive Committee met on a further 7 occasions.

#### **Effect of Coronavirus**

Activities at the Community Hall were again curtailed in 2021 due to restrictions required to contain the spread of the virus. The Hall was reopened in mid-April for small groups and from mid-May for larger groups. Clear guidance was provided to users on suitable procedures. These included requests that windows and doors were kept open, the use of the toilets was restricted to one person at a time, the kitchen was closed for a time and a tighter cleaning regime instituted. Most of our regular groups restarted their activities successfully, albeit rather slowly, and often with smaller numbers as a number of their members were reluctant to gather in large groups. There was an interest in using the wi-fi system to broadcast talks to members at home and the wi-fi system was upgraded to improve the results of this.

#### **Community Activities**

In normal times the main users of the hall cover a broad range of activities such as dance classes for children and adults, a playgroup, whist, furnishing classes, fitness classes, badminton, concerts and plays, line dancing, bridge, short mat bowls, badminton, lectures, theatrical performances, exhibitions, horticultural shows and flower arranging as well as classes arranged by U3A, a baby signing group and a bible

reading group. The Hall is also let to local charities and to other users on a casual basis.

Constituent groups and local charities benefit from discounted rates of hire, whereas other users pay the full commercial rate. The Hall is also available for children's parties, family parties and other activities. However, following previous incidents, we do not accept bookings for teenage parties.

The occupancy rate of the main hall is usually close to 80% but a figure for 2021 is not meaningful because of the Coronavirus restrictions.

The 40<sup>th</sup> Banstead Combined Charities Christmas Event was held under our auspices in October on a slightly smaller scale than usual. The participating charities raised around £3,300 for their activities and we look forward to continuing success with this locally important annual event.

In the view of the Trustees of the Community Association, that within the limitations of the Coronavirus restrictions, the Association continues to provide a wide spectrum of public benefit to the local residents, both from its main activity in running the Community Hall and from its support of the Combined Charities Christmas Event.

#### Property Activities

The Trustees regularly review the condition of the Hall and its furniture and equipment with the aim of maintaining a satisfactory state of repair. This year expenditure was curtailed due to the loss of income due to Coronavirus restrictions. Once revenue recommenced we upgraded the wi-fi system, carried out some redecoration, fitted some LED lighting and installed a defibrillator.

Future investment will have to take note of the Reigate and Banstead Council Development Management Plan, in which the Council might possibly wish to approve a proposal to partly redevelop our site for housing at some time after 2023. The Plan was agreed by the Reigate and Banstead Council in September 2019.

Our lease on the site expires in November 2023. However, some of our users for shows, lectures concerts and demonstrations need to book capacity up to two years ahead. We commenced discussion with the Reigate and Banstead Council about the renewal of the lease during the year but little progress has been made so far.

## Financial Report

Income was severely reduced by the Coronavirus restrictions, though it was partly replaced by grants totalling £16,907 (2020 £11,334) from the Reigate and Banstead Council for which we are most grateful.

Hall-hire income was slightly higher at £50,070 (2020 £42,660) than the previous year as were costs of £51,574 (2020 £50,521) and, despite the grants (noted above), there was, after charging amortisation, an overall deficit of £1,504 (2020 deficit £7,861).

The deficit for the year includes amortisation of £5,352 (2020 £5,352) and consequently net current assets have, in fact, increased to £97,465 (2020 £93,617).

The financial statements, which are independently examined in accordance with the Charity Commission requirements, set out the financial position in more detail.

## Summary

The Association continues to serve the community. Feedback from the community and from users of our facilities remains encouraging and we intend to build on this to promote new usage of the Hall when restrictions ease. Our key personnel remain in place.

This Trustees' Report has been approved at the Annual General Meeting of the BCA on 16<sup>th</sup> March 2022 and is signed on behalf of the Trustees by:

Michael Cartwright Chairman

Robert Collier Treasurer

Banstead Community Association

Annual accounts for the year ended 31 December 2021

**Statement of financial activities (income and expenditure account)**

	2021	2020
<b>Income</b>		
Hiring fees	31,322	25,764
Interest received	57	286
Government grants and donations	18,114	13,121
Subscriptions and fees	317	62
500 Club income	260	275
Insurance proceeds	-	3,152
	<u>50,070</u>	<u>42,660</u>
<b>Expenditure</b>		
Rent	(160)	(160)
Rates and water	(1,557)	(1,933)
Energy	(4,076)	(2,796)
Insurance	(2,174)	(2,123)
Telephone, postage and printing	(528)	(639)
Hall running	(10,748)	(8,776)
Hall repair	(7,610)	(9,556)
Wages and statutory contributions	(19,369)	(19,186)
(average number of employees 4 (2020: 4))		
Amortisation	<u>(5,352)</u>	<u>(5,352)</u>
	<u>(51,574)</u>	<u>(50,521)</u>
(Deficit)/surplus	<u><u>£ (1,504)</u></u>	<u><u>£ (7,861)</u></u>

**Statement of financial position (balance sheet)**

	2021	2020
<b>Fixed assets</b>		
Cost less grants	37,467	37,467
Accumulated amortisation	<u>(26,760)</u>	<u>(21,408)</u>
	<u>10,707</u>	<u>16,059</u>
<b>Current assets</b>		
Cash at bank	38,597	36,499
Scottish Widows	51,700	51,645
National Savings Income Bonds	10,000	10,000
500 Club	337	363
Other bank accounts and outstanding items	<u>637</u>	<u>611</u>
	<u>101,271</u>	<u>99,118</u>
<b>Current liabilities</b>		
500 Club prize reserve	(337)	(363)
BCCCE reserve	(80)	(116)
Creditors	<u>(3,389)</u>	<u>(5,022)</u>
	<u>(3,806)</u>	<u>(5,501)</u>
	<u>97,465</u>	<u>93,617</u>
Total assets	<u><u>£ 108,172</u></u>	<u><u>£ 109,676</u></u>
Accumulated fund brought forward	77,176	85,037
Net movement	<u>(1,504)</u>	<u>(7,861)</u>
	<u>75,672</u>	<u>77,176</u>
Renovation reserve	<u>32,500</u>	<u>32,500</u>
Total funds (unrestricted)	<u><u>£ 108,172</u></u>	<u><u>£ 109,676</u></u>

Signed on behalf of the trustees

Robert Collier

Honorary Treasurer

Banstead Community Association  
Annual accounts for the year ended 31 December 2021

**Independent examiner's report on the accounts**

I report to the trustees on my examination of the accounts of Banstead Community Association ("the Trust") for the year ended 31 December 2021.

**Responsibilities and basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records

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

Roger Fairhead FCA  
Date: 20 February 2022

## Appendix B

### Trustees who served in the year 2021

#### SERVED FOR THE WHOLE YEAR

Michael Cartwright	Chairman
Malcolm Ash	Elected Member
Barbara Belcher	Banstead Neville Bowls
Diana Bowes	Arts Society Chipstead
Robert Collier	Treasurer
David Crowley	Elected Member
Malcolm Cunnings	Elected Member
Gail Fraser	Banstead Flower Club
Anne Ford	Vice Chairman
Alan Frost	Banstead Short Mat Bowls
Fred Gillespie	Banstead Art Group
John Hayns	Elected Member
Rod MacFarlane	Banstead Arts Festival Society
Bill Mills	All Saints Church
Maurice Owen	BCA Badminton
David Peterken	Banstead Horticultural Society
David Talbot	Banstead Village Residents
Sam Walsh	Reigate and Banstead Borough Council

#### RESIGNED OR DIED DURING THE YEAR

Faith Collins	January
Moir Seaton	March
Ken Preece	December

#### APPOINTED DURING THE YEAR

Anne Furness	January	U3A
--------------	---------	-----