

**Polesworth Community Association**  
**Minutes of Trustees Meeting held on 17 March 2022**

**Present** – Des Blewitt (Chairman), Rob Norris (Vice-Chairman), Judy Nestor, June Linarts, Faye Whapples (Treasurer), Amanda Tonks (Trustees Secretary).

Elaine Blewitt, Andy Leonard and Siska van Alfen (200 Club)

Dave Parsons, Eleanor Pugh and Emma Whapples (Polesworth Parish Council)

Liz Parsons, Rachel Linarts, Emelia Spilsbury and Isobelle Wheatley

**Apologies** – Dave and Lyn Welding.

**Chairmans Report**

Now we are past the very strange times called COVID, and back to some normality. Initially it was a very worrying time, still with overheads to cover, and no income to pay.

We quickly got together to baton down the hatches, ensuring gas and electric were tightly monitored, and unfortunately having to reduce Richard's wage to a retainer salary, which he gladly accepted and understood. Taking this action plus some funding secured by Amanda and our yearly income payment from Polesworth Homes for the rent of the Annexe certainly bolstered our funds.

A strange twist to these torrid times, although we were not taking financial bookings, the hall was utilised by a group of volunteers who prepared meals on wheels, for vulnerable folk and this happened weekly for 14 weeks.

From this team, a friendship grew which resulted in Faye Whapples and Nick Wheatley taking a serious interest in the hall and its preservation. They formed a company called JAG (Just Add Guests) and now use the hall as their base and actively promote family functions for our community, ranging from parties, quiz nights, Bingo Bongo, Tribute Acts, weddings and much more. Now instead of two parties a year, it's close to 32!!

At the time of writing this report I had not seen a copy of the accounts for 2021, however I am confident footfall would have increased immeasurably for the last quarter, and I'm confident income will follow suit on into 2022

Another consequence of COVID was that our 200 lottery continued to accumulate funds, which amassed to circa £18000 by the half year mark.

The purpose of the funds paid into the 200 Club, is to support and upgrade the hall for the use of the community. So we took full advantage and invested in extending and upgrading the kitchen with new appliances. Refurbishing the Meeting Room and finally re-locating the bar to the far end of the hall, (the old chair store). We also now have Wi-Fi. These changes have not only proved to be very positive from an aesthetics point of view, but also made the hall much more usable and attractive to hirers. This in conjunction with JAG so far has proved very positive.

So currently things are feeling and looking good going into 2022. I am currently applying for funding for replacement windows, which are desperately needed, which will also enhance the exterior appearance of the building and improve utility costs.

On a very sad note, Amanda Tonks is leaving us as our secretary. Over the years she has been pivotal to some of our major success, kept a tight rein on finances and steered us through some stormy financial waters. Due to family commitments and a promotion at her workplace, her time is of the essence.

On a personal note and I am sure all of the team agree she will be sorely missed. However, Amanda will continue to take minutes at all of our meetings.

As I said earlier, Faye is keen to support the hall, and has agreed to take over the accounting role from Amanda.

So, finally, all in all not a bad result but with a lot of effort and input from both the Trustees and the Management Committee.

## TRUSTEES

Rob Norris, June Linarts, Judy Nestor, Amanda Tonks

## MANAGEMENT COMMITTEE

Elaine Blewitt, Dave Welding, Lyn Welding, Faye Whapples, Siska van Alfen, Andy Leonard

And of course Richard Dawson, our Caretaker.

## **Treasurers Report**

Income from bookings £16,052 compared to £11,003 in 2020. Business grant of £17,669 received. Total income for year £44,731 up by £10k on previous year.

Heating, lighting and water rates continued to be large expenditure. Total expenditure 334,109 compared to £33,415 in 2020.

200 Club income £10,090. Expenditure £17,735.

## **Update by Faye Whapples**

- Shield / Nursing Cup resurrected
- Struggling to fit booking into hall
- Midweek hires – identified some slots – at least one slot every day
- Mother and Toddler Group to restart
- Thi Chi booked in for a Friday
- Wedding booked in for following year
- Following Saturday two benches arriving – two to be placed at the side of the hall and one by the Annexe.

## **General Discussion**

Next Generation for solar panels to be launched the following year. Might be able to look at grant funding.

Dave Parsons suggested that the PCA look at a five year plan of what it hoped to achieve, with any grant funding being shown on the accounts as set aside for certain projects.

Levelling Up Funding – Emma Whapples to look into this.

Emma Whapples suggested that a comments book be introduced at the hall so hirers/visitors could leave their comments.

The Chairman thanked Amanda Tonks for her work as Secretary/Treasurer over the last 14 years and presented her with a gift. Amanda thanked all the Trustees, 200 Club and Parish Council representatives for all their support over the years.

Treasurer's Report

Des

**POLESWORTH COMMUNITY ASSOCIATION**

**STATEMENT OF ACCOUNTS**

**FOR THE YEAR ENDED 31st DECEMBER 2022**



## POLESWORTH COMMUNITY ASSOCIATION

The Trustees are: Mr D. Blewitt (Chairperson), Ms J. Linarts, Mr R.Norris, Ms T.Martin and Mrs J Nestor.

The Charity is governed by its Constitution dated 14<sup>th</sup> March 2006.

The Management Committee of the 200 Club is:

Mr D. Blewitt, Mrs E. Blewitt, ~~Ms T. Martin~~, Mrs J. Nestor, Mr R. Norris,  
Mr D.Welding, Mrs L.Welding, Ms Faye Whapples, Mr Andy Leonard and  
~~Ms Siska van Aften~~.

Registered Office:

138 Kettlebrook Road  
Tamworth  
Staffordshire  
B77 1AF

Registered Charity Number:

505779

Bankers:

Barclays Bank  
24 Middle Entry  
Tamworth  
Staffordshire  
B79 7NJ

Accountant:

Nigel Lane CPFA  
51 Station Road  
Polesworth  
Tamworth  
Staffordshire  
B78 1BG

**POLESWORTH COMMUNITY ASSOCIATION**

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
POLESWORTH COMMUNITY ASSOCIATION**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> December 2022, which are set out on pages 2 to 5.

**Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144 (1 and 2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:-

- examine the accounts (under section 145 (1)(a) of the 2011 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5) of the 2011), and
- state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you, the trustees, concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention –

- (1) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

29th March 2023

*N. Lane*

C.P.F.A. – Chartered Institute of Public Finance and Accountancy

NIGEL LANE C.P.F.A.  
51 Station Road  
Polesworth  
B78 1BG

NOTES

Kosher

CHINESE TRUSTEE



**POLESWORTH COMMUNITY ASSOCIATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31st DECEMBER 2022**

	<u>General</u> <u>Purpose</u> £	<u>Restricted</u> <u>Fund</u> £	<u>Total</u> <u>Funds</u> £	<u>2021</u> £
<b>INCOME</b>				
Bookings	29,058	-	29,058	16,052
Hire of Football pitch	600	-	600	500
Polesworth Group Homes Lease of Annex	8,700	-	8,700	8,700
North Warwickshire Borough Council - Business grant	-	-	-	17,669
RSTW Biffa Grant	15,000	-	15,000	-
Warwickshire County Council - CCGF	-	-	-	1,500
Contribution for Polesworth G Homes for Refuse costs	-	-	-	309
<b>Total Income</b>	<b>53,358</b>	<b>-</b>	<b>53,358</b>	<b>44,731</b>
<b>EXPENDITURE</b>				
<u>Annex</u>				
Share of Overheads - Water Rates 30%	785	-	785	889
Insurance 30%	1,072	-	1,072	1,133
	<b>1,856</b>	<b>-</b>	<b>1,856</b>	<b>2,022</b>
<u>Community Centre Administration</u>				
Caretaker	9,675	-	9,675	9,600
Heat and Light	6,986	-	6,986	3,815
Cleaning materials	2,628	-	2,628	2,557
Water Rates	1,831	-	1,831	2,073
Licences and Insurance	3,086	-	3,086	3,112
Repair and Renewals	19,688	-	19,688	4,775
Trade Refuse	949	-	949	928
Telephone	377	-	377	329
	<b>45,219</b>	<b>-</b>	<b>45,219</b>	<b>27,189</b>
<u>Other Expenditure</u>				
Printing , stationery and advertising	6	-	6	12
Refund of Income	-	-	-	153
Secretary and Treasurer's honorarium	575	-	575	1,460
Grass cutting Community Field	-	-	-	1,345
OAP Xmas Food, Drinks and Gifts	1,287	-	1,287	62
Childrens Xmas presents	100	-	100	-
Engraving	-	-	-	64
Xmas Lights	29	-	29	-
Calders Rent Review of Annex	660	-	660	-
Entrust Application fee	100	-	100	-
WIFI Fees and Purchase of WIFI Router	245	-	245	-
Mother and Toddler Costs	22	-	22	-
Other	9	-	9	-
Website	67	-	67	66
Professional Charges	200	-	200	200
Depreciation	1,537	-	1,537	1,537
	<b>4,837</b>	<b>-</b>	<b>4,837</b>	<b>4,899</b>
<b>Total Expenditure</b>	<b>51,912</b>	<b>-</b>	<b>51,912</b>	<b>34,109</b>
<b>Net (Income) for the year</b>	<b>(1,445)</b>	<b>-</b>	<b>(1,445)</b>	<b>(10,621)</b>
Funds balance brought forward	(49,615)	(1,609)	(51,224)	(40,603)
Funds balance carried forward	(51,060)	(1,609)	(52,669)	(51,224)

POLESWORTH COMMUNITY ASSOCIATION  
BALANCE SHEET AT 31st DECEMBER 2022

	<u>Note</u>	<u>2022</u> <u>£</u>	<u>2022</u> <u>£</u>	<u>2021</u> <u>£</u>	<u>2021</u> <u>£</u>
<u>FIXED ASSETS</u>			29,393		30,930
<u>CURRENT ASSETS</u>					
Debtors		4,562		38	
Cash at Bank - Investment Account		13,882		9,697	
- Current Account		5,783		11,326	
		<u>24,226</u>		<u>21,061</u>	
<u>CURRENT LIABILITIES</u>					
Prepayments		750		568	
Creditors		<u>200</u>		<u>200</u>	
<u>NET CURRENT ASSETS</u>			23,276		20,294
			<u>52,669</u>		<u>51,224</u>
 Represented by					
<u>GENERAL PURPOSE FUND</u>			51,060		49,615
<u>RESTRICTED FUND</u>			1,609		1,609
			<u>52,669</u>		<u>51,224</u>

Approved on behalf of the Trustees on 30th March 2023

Mr D. Blewitt	- Chairperson
Ms J. Linarts	- Trustee
Mr R. Norris	- Trustee
Ms T Martin	- Trustee
Mrs J Nestor	- Trustee

POLESWORTH COMMUNITY ASSOCIATION  
BALANCE SHEET AT 31st DECEMBER 2022  
NOTES TO THE ACCOUNTS

<u>Note</u>	<u>2022</u> <u>£</u>	<u>2022</u> <u>£</u>	<u>2021</u> <u>£</u>	<u>2021</u> <u>£</u>
1	<u>FIXED ASSETS</u>			
<u>Hall and Premises</u> - Bridge Street Polesworth				
At cost to the association, erected on ground leased from Polesworth Parish Council		18,110		18,110
<u>Football Field</u> - Middle Far Paddock, Station Road Polesworth				
At cost (purchased on 28 May 1956 from Mr William Henry Riley)		400		400
<u>Football Trophies</u>				
At professional valuation:				
Polesworth Nursing Cup		3,000		3,000
Polesworth Invitation Cup		<u>200</u>	<u>200</u>	
		3,200		3,200
<u>Fixtures, Fittings and Equipment</u>				
New Toilet Facilities cost as at December 2017 (depreciate over 10 Years at cost £15,366.94) (part cost only)		9,220		10,757
<u>Deduct</u>	Depreciation charge for the year (start 2018)	<u>1,537</u>	<u>1,537</u>	9,220
		<u>29,393</u>		<u>30,930</u>
		- 3200		
2	<u>EMPLOYEES REMUNERATION</u>			
Total wages for caretaking		<u>9,675</u>		<u>9,600</u>
3	<u>TRUSTEES REMUNURATION AND EXPENSES</u>			
A total of Nil was reimbursed to Trustees in the year.				
No Trustee has received or is due to receive any remunuration for the year directly or indirectly from the Charity's funds.				

POLESWORTH COMMUNITY ASSOCIATION  
200 CLUB  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31st DECEMBER 2022**

	<u>Total</u> <u>2022</u> £	<u>Total</u> <u>2021</u> £
<b><u>INCOME</u></b>		
<u>Lottery</u>		
Cash	1,314	1,360
Standing Orders	8,522	8,730
<u>Other Activities</u>		
Grant for Mother and Toddlers	1,000	-
Donations from Resident	20	-
Warm Hub Donation	300	-
Quiz Nights	693	-
Dickens Night	102	-
Fundraising	61	-
Donations - Senior Citizens Dinner & Childrens Party 2022	116	-
Total Income	<u>12,128</u>	<u>10,090</u>
<b><u>EXPENDITURE</u></b>		
<u>Lottery</u>		
Prize winnings	5,200	5,200
Lottery Licence	-	20
<u>Other Activities</u>		
Poppy Appeal	-	34
Stationary, Stamps & Parking	52	537
Kitchen refurbishment	-	9,264
General Electrical works at Memorial Hall	-	3,210
Tables - Bar materials for Memorial Hall	-	890
Cupboard at Memorial Hall	-	698
Plastering at Memorial Hall	-	1,450
Plumbing	-	970
Construction of Bar etc	-	1,768
Paint for foyer at Memorial Hall	-	48
Decoration at memorial hall	-	578
Banners/signs for Memorial Hall	-	86
Other Maintenance incidentals	29	-
White Boards	8	-
Contributions towards new Hall Windows	2,100	-
Mother and Toddler - Equipment	740	-
Mother and Toddler - Refreshments	10	-
Mother and Toddler - Insurnace	129	-
DBS Checks	38	-
Quiz Prizes	51	-
Kids Christmas party 2021	-	368
Kids Christmas party 2022	150	-
Kids Christmas party 2023 Deposit	40	-
Senior Citizens Christmas Dinner 2021	-	1,343
Senior Citizens Christmas Entertainment 2022	350	-
Christmas Party Shopping	133	-
Bank Charges	123	10
Depreciation	1,350	1,350
	<u>10,504</u>	<u>27,825</u>
<b>Net Expenditure (Income) for the year</b>	<u><b>(1,624)</b></u>	<u><b>17,735</b></u>
Funds balance brought forward	(8,388)	(26,122)
Funds balance carried forward	<u><b>(10,012)</b></u>	<u><b>(8,388)</b></u>



POLESWORTH COMMUNITY ASSOCIATION  
200 CLUB  
BALANCE SHEET AS AT 31st DECEMBER 2022

	<u>2022</u>	<u>2022</u>	<u>2021</u>	<u>2021</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>FIXED ASSETS</u>		6,752		8,103
<u>CURRENT ASSETS</u>				
Cash in Hand	116		104	
Cash at Bank - Current Account	3,293		435	539
	<u>3,409</u>			<u>539</u>
<u>CURRENT LIABILITIES</u>				
Creditors	-		-	
Prepayments	<u>150</u>		<u>254</u>	
<u>NET CURRENT ASSETS</u>		3,259		285
		<u>10,012</u>		<u>8,388</u>
Represented by				
<u>GENERAL FUND</u>		10,012		8,388
		<u>10,012</u>		<u>8,388</u>

Approved on behalf of the Trustees on 30th March 2023

Mr D. Blewitt

- Chairperson

Ms J. Linarts

- Trustee

Mr R. Norris

- Trustee

Ms T Martin

- Trustee

Mrs J Nestor

- Trustee

POLESWORTH COMMUNITY ASSOCIATION  
200 CLUB  
BALANCE SHEET AS AT 31st DECEMBER 2022  
NOTES TO THE ACCOUNTS

<u>Note</u>	<u>2022</u>	<u>2022</u>	<u>2021</u>	<u>2021</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
1 <u>FIXED ASSETS</u>				
New Toilet Facilities cost as at December 2017 (depreciate over 10 Years at cost £13,504.71) (part cost only)	8,103		9,453	
<u>Deduct</u> Depreciation charge for the year (start 2018)	<u>1,350</u>	6,752	<u>1,350</u>	8,103
		<u>6,752</u>		<u>8,103</u>

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29th March 2023

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