

## **Polesworth Community Association**

### **Minutes of AGM Trustees Meeting held on 4th April, 2024**

**Present** – Des Blewitt (Chairman), Rob Norris (Vice-Chairman), Judy Nestor, Faye Whapples (Treasurer), Elaine Blewitt (Trustees Secretary). Dave and Lyn Welding, Andy Leonard (PCA). Dave Parsons, Margaret Henley, Emma Whapples, Mike Osbourne (Polesworth Parish Council). Liz Parsons,

**Apologies** –. Amanda Tonks, Paul Byrne

ooOOoo

**Chairman's Report 2023** - Signed as a true record

#### **CHAIRMAN'S REPORT**

Another year of highs and lows. The hall still continues to be the hub of the community with the continued building upgrades making it more inviting. That added to the support of our regular hirers, ongoing enquiries, JAG events, PCA fundraising, our interaction at the hall on Carnival Day and Dickens Night, all helps to keep the hall on the map.

Upgrades to the hall have been limited this time around, as we had set our sights on our 'last big push' to refurbish the Anker Room. We applied for a grant via Heart Of England Community Fund for £90k late December 2023, and only last week received the news that we had made it to the final stages. Unfortunately, we then had the news that we had been unsuccessful. Reasons given that the fund was massively oversubscribed by £65,000,000.

That said we have managed to achieve the following.

- Improved security by installing two new cameras on the front roof covering the front courtyard and a second one on the rear roof of the hall which covers the whole of the side flat roof. RN/DW designated operators of these cameras. We will also be installing further cameras in the front and rear foyers.
- Anti vandal paint has been reinstated on the roof.
- Solar lights have been installed on both sides of the building.
- A new PIR light has been installed on the far side of the building in a particularly dark area by the rear door.
- With a grant from the Parish Council, Rhino Bars are to be installed later this year (summer time) to the side and rear of the hall to prevent unwanted access by travellers or others setting up camp on the side grounds.

We will continue to apply for funding wherever possible. Let's see what next year brings!!

#### **PERSONNEL CHANGES**

FW took over as treasurer two years ago, but due to many other commitments the role has become too much to work effectively. Therefore from the end of April the position of Treasurer will be undertaken by Jenny Blewitt. It was stated she will receive any training required and all support needed.

#### **ACHIEVEMENTS**

We have received two major awards this year.

- Outright winner of the North Warwickshire Volunteer Awards (CAVA). Two of our committee members represented the Hall to collect the award (DW/LW).
- Invited to the Lord Lieutenant of Warwickshire's carol Service. Two Trustees represent the Hall (RN/JN).
- The Polesworth Memorial Hall Christmas Parties this year enjoyed the highest attendance to both.

- Children's Party - 80 children/84 parents
- OAPs Lunch - 92
- The Christmas Raffle (tickets sold over few months) raised over £1000 after costs.

## **POLESWORTH HOMES**

We have now renewed the contract for the Annexe for a further 10 years, which includes a full Maintenance Contract. This ensure the interior and exterior are kept in a good condition.

As we speak we are in talks with Polesworth Homes about refurbishment of the exterior, which is looking somewhat tired.

Finally I always try to say a special 'Thank You' to everyone of our members who are involved in the upkeep and success of the hall. Each and every one of us do our own little bit as a team to make everything work and come together. As always there are always unsung heroes, and this year I would like to say an extra big thank you to Andy Leonard. Andy is always on call to help out at the drop of a hat. He works so silently in the background we never know what work he's actually done, until something that didn't work, suddenly does!!

## **TRUSTEES**

Des Blewitt, Rob Norris, June Linarts, Judy Nestor, Amanda Tonks

## **MANAGEMENT COMMITTEE**

Elaine Blewitt, Dave Welding, Lyn Welding, Andy Leonard

**Treasurer** - Faye Whapples

And of course Richard Dawson, our Caretaker.

A special thanks to Margaret Henley for all her support.

## **Treasurers Report**

Explained in meeting.

## **Treasurer Updates**

- Installation of HIVE has been positive
- Cleaning materials bill has been reduced.
- Repairs and renewals costs of work under stage.
- Receipts required for absolutely every purchase.
- JAG events going from strength to strength.
- Suggestion made re having a Darts Cup named Janet Thorpe Memorial Cup.

## **Management Committee Report.**

- LW stated 2023 had been a successful year.
- Two quizzes had been run by PCA. All proceeds go to hall funds.
- PCA also funded the annual Christmas Party and OAPs lunch. Feedback from both was excellent.
- It was noted that the 200 Club was still a major source of regular income and to date there are no numbers available.

## **Election of Trustees**

Des Blewitt nominated as Chairman, seconded by Judy Nestor

Rob Norris nominated as Vice Chairman seconded by E Blewitt

Judy Nestor nominated seconded Des Blewitt

June Linarts nominated seconded by Des Blewitt

Amanda Tonks nominated seconded by Rob Norris

### **Any Other Business**

- EW stated that PPC wanted to make changes as to how grants were awarded to local causes. They wanted to support different groups as the 'old way' was quite restrictive. Stated they wanted to change the policy to support large events as well as local groups. The Borough Council may match fund grants.
- PPC queried the number of Trustees on the committee as the constitution suggests six, however DB has liaised with CISWO prior to this meeting, and they are happy with the current situation. During the meeting MH reminded all present that she is a co-opted Trustee and is available for any meetings when necessary.
- PPC queried if the Junior Parish Council could help out at community events. DP suggested advertising this on social media.
- AL stated that the hall felt much warmer since the new windows have been installed.
- FW stated Bingo Night events were very popular and could we possibly put on a 'normal' bingo event for the community.
- RN said we will continue to apply for grants and try for some match funding.
- DB to look at lights in boiler room.

*EPB/AGM*  
*15/7/2024*

**POLESWORTH COMMUNITY ASSOCIATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31st DECEMBER 2024**

	<b>General Purpose £</b>	<b>Restricted Fund £</b>	<b>Total Funds £</b>	<b>2023 £</b>
<b><u>INCOME</u></b>				
Bookings	29,496	-	29,496	27,471
Hire of Football pitch	500	-	500	-
Polesworth Group Homes Lease of Annex	10,800	-	10,800	10,500
North Warwickshire Borough Council - Elections	500	-	500	-
RSTW Biffa Grant	-	-	-	1,880
Contribution for Polesworth G Homes for Refuse costs	300	-	300	300
Contribution for Polesworth G Homes for Insurance costs	700	-	700	700
Total Income	42,296	-	42,296	40,851
<b><u>EXPENDITURE</u></b>				
<b><u>Annex</u></b>				
Share of Overheads - Water Rates 30%	18	-	18	1,081
Insurance 30%	1,750	-	1,750	1,444
	1,768	-	1,768	2,525
<b><u>Community Centre Administration</u></b>				
Caretaker	10,500	-	10,500	10,425
Heat and Light	10,744	-	10,744	6,873
Cleaning materials	1,771	-	1,771	1,508
Water Rates	42	-	42	2,523
Licences and Insurance	4,689	-	4,689	3,893
Repair and Renewals	8,464	-	8,464	13,048
Trade Refuse	1,255	-	1,255	1,002
Telephone	392	-	392	437
	37,857	-	37,857	39,708
<b><u>Other Expenditure</u></b>				
Printing , stationery and advertising	10	-	10	533
Refund of Income	220	-	220	125
Grass cutting Community Field & Tree Works	-	-	-	1,623
OAP Xmas Food, Drinks and Gifts	1,501	-	1,501	654
Wreath	-	-	-	20
Solicitors - Rent Review of Annex	-	-	-	918
Building Insurance Valuation Fee	-	-	-	240
Bank Charges	16	-	16	6
WIFI Fees and Purchase of WIFI Router	201	-	201	199
Flowers and Donations	113	-	113	-
Professional Charges	200	-	200	200
Depreciation	1,537	-	1,537	1,537
	3,798	-	3,798	6,054
Total Expenditure	43,423	-	43,423	48,287
<b>Net (Income) for the year</b>	<b>1,127.41</b>	<b>-</b>	<b>1,127</b>	<b>7,437</b>
Funds balance brought forward	(43,624)	(1,609)	(45,233)	(51,060)
Funds balance carried forward	(42,496)	(1,609)	(44,105)	(43,624)

POLESWORTH COMMUNITY ASSOCIATION  
BALANCE SHEET AT 31st DECEMBER 2024

	<u>Note</u>	<u>2024</u> £	<u>2024</u> £	<u>2023</u> £	<u>2023</u> £
<u>FIXED ASSETS</u>			26,320		27,857
<u>CURRENT ASSETS</u>					
Debtors		1,077		2,777	
Cash at Bank	- Investment Account	19,325		13,454	
	- Current Account	232		1,895	
		<u>20,634</u>		<u>18,126</u>	
<u>CURRENT LIABILITIES</u>					
Prepayments		2,648.50		550	
Creditors		<u>200.00</u>		<u>200</u>	
<u>NET CURRENT ASSETS</u>			17,785		17,376
			<u>44,105</u>		<u>45,233</u>
Represented by					
<u>GENERAL PURPOSE FUND</u>			42,496		43,624
<u>RESTRICTED FUND</u>			1,609		1,609
			<u>44,105</u>		<u>45,233</u>
			-		

Approved on behalf of the Trustees on 8th May 2024

Mr D. Blewitt	- Chairperson
Ms J. Linarts	- Trustee
Mr R. Norris	- Trustee
Mrs A Tonks	- Trustee
	- Trustee

POLESWORTH COMMUNITY ASSOCIATION  
BALANCE SHEET AT 31st DECEMBER 2024  
NOTES TO THE ACCOUNTS

Note	2024 £	2024 £	2023 £	2023 £
<b>1</b>				
<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)	6,147		7,683	
<u>Deduct</u> Depreciation charge for the year (start 2018)	<u>1,537</u>	4,610	<u>1,537</u>	6,147
		<u>26,320</u>		<u>27,856.80</u>
<b>2</b>				
<u>EMPLOYEES REMUNERATION</u>				
Total wages for caretaking		<u>10,500</u>		<u>10,425</u>
<b>3</b>				
<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 2024

	<b><u>Total</u></b> <b><u>2024</u></b> <b>£</b>	<b><u>Total</u></b> <b><u>2023</u></b> <b>£</b>
<b><u>INCOME</u></b>		
<u>Lottery</u>		
Cash	1,223	1,139
Standing Orders	9,081	8,959
<u>Other Activities</u>		
Write back Unclaimed Prizes 2020 to 2023	740	-
Warwickshire Rural Grant - Mancave	-	200
Quiz Nights	889	392
Raffles	343	1,295
Dickens Night	-	67
Donations - Senior Citizens Dinner & Childrens Party	504	126
Total Income	<u>12,780</u>	<u>12,177</u>
<b><u>EXPENDITURE</u></b>		
<u>Lottery</u>		
Prize winnings	5,360	5,260
Lottery Licence	-	-
<u>Other Activities</u>		
Stationary, Stamps & Parking	68	27
Memorial Hall Windows	-	1,880
Works under stage at Memorial Hall	-	132
Raffle Prizes	-	400
Storage Crates	77	-
Door Lock Repairs	19	-
Tea Towels	34	-
Play & Explore	86	-
Mother and Toddler - Insurnace	129	129
Quiz Expenditure	468	-
Raffle Tickets	77	-
Raffle Prizes	400	-
OAP Christmas Party 2023	872	-
Kids Christmas Party Food and Drinks	158	-
Kids Christmas Party Gifts	170	-
Kids Christmas party 2023	-	150
Kids Christmas Party Entertainer 2024	190	-
OAP Christmas Entertainment 2024	350	-
OAP Christmas Party 2024	21	-
Christmas Party Shopping	-	407
Bank Charges	124	111
Depreciation	1,350	1,350
	<u>9,954</u>	<u>9,847</u>
<b>Net Expenditure (Income) for the year</b>	<b><u>(2,826)</u></b>	<b><u>(2,331)</u></b>
Funds balance brought forward	(12,342)	(10,012)
Funds balance carried forward	<u>(15,168)</u>	<u>(12,342)</u>

POLESWORTH COMMUNITY ASSOCIATION  
200 CLUB  
BALANCE SHEET AS AT 31st DECEMBER 2024

	<u>2024</u> £	<u>2024</u> £	<u>2023</u> £	<u>2023</u> £
<u>FIXED ASSETS</u>		4,051		5,402
<u>CURRENT ASSETS</u>				
Cash in Hand	-		1,488	
Cash at Bank - Current Account	11,245		5,504	6,991
	<u>11,245</u>			<u>6,991</u>
<u>CURRENT LIABILITIES</u>				
Creditors	-			-
Prepayments	128			51
	<u>128</u>			<u>51</u>
<u>NET CURRENT ASSETS</u>		11,117		6,940
		<u>15,168</u>		<u>12,342</u>
Represented by				
<u>GENERAL FUND</u>		15,168		12,342
		<u>15,168</u>		<u>12,342</u>

-

Approved on behalf of the Trustees on 8th May 2025

Mr D. Blewitt

- Chairperson

Ms J. Linarts

- Trustee

Mr R. Norris

- Trustee

Mrs A Tonks

- Trustee

- Trustee



POLESWORTH COMMUNITY ASSOCIATION  
200 CLUB  
BALANCE SHEET AS AT 31st DECEMBER 2024  
NOTES TO THE ACCOUNTS

<u>Note</u>	<u>2024</u>	<u>2024</u>	<u>2023</u>	<u>2023</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)	5,402		6,752	
<u>Deduct</u> Depreciation charge for the year (start 2018)	<u>1,350</u>	4,051	<u>1,350</u>	5,402
		<u>4,051</u>		<u>5,402</u>

# **POLESWORTH COMMUNITY ASSOCIATION**

## **STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2024**



**POLESWORTH COMMUNITY ASSOCIATION**

The Trustees are: Mr D. Blewitt (Chairperson), Ms J. Linarts, Mr R.Norris and Mrs A Tonks.

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, Mr R. Norris, Mr D.Welding, Mrs L.Welding, Ms Faye Whapples and Mr Andy Leonard.

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 2024, 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.

28th April 2025

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

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

### **Independent Examiners Report on the Polesworth Community Association and 200 Club**

#### **1. Introduction:**

This examination was undertaken to provide assurance that the appropriate systems of control are in place to ensure the proper management of the PCA and 200 Club. The report is based on information and documentation supplied by the PCA and 200 Club.

#### **2. Procedures:**

The procedure applied has been to work through the documents and bank statements provided to check the details for accuracy.

### 3. Conclusions:

The arrangements in place are generally sound and provide a medium degree of assurance that the appropriate systems of control are satisfactory.

The issues to note on the Community Association accounts are:-

- A number of expenditure items (approx 45%)(made by Card, Cheque and DD's) are not backed up with either invoices or receipts,
- Items paid for through cash were not recorded within expenditure breakdown,
- An old cheque number 100014 in October 2017 income refund to the Smooth Haired Dachshund Group has not been cashed. A decision still needs to be taken as to either reissue the refund or write the cheque out of the accounts, There is also a cheque from February 2024 to Flamex that has not been cashed.
- Whilst a list of the expenditure was on a spreadsheet copied from the bank statements this did not include any items where cheques had been raised but not cashed. Also this was not analysed into the relevant categories for the income and expenditure account.
- None of the Income sheets in total matched to the income transactions that went through the bank. It appears that in a hiring goes over time and pays extra that is not amended on the income sheets.
- Income - Blood Donors £720 (2022) and Blood Tests (June to December 2022) for £840 still have not been received and no further income has been invoiced or received for the following 2 years although the activity has been taking place.
- Any cash received from booking was never banked in a timely manner, always up to 2 or 3 months after the event. The cash for December 2024 was not banked until 14<sup>th</sup> February 2025.
- Income is received via just add guests but there is no back up documentation for these monthly sums.
- No invoice appears to have been raised for the use of the Football Pitches in 2023, but £500 has been received on 15<sup>th</sup> April 2024, but unsure if this covers the current year and previous year.

The issues to note on the 200 Club are:-

- Similar to the above, a couple of expenditure items are not backed up with either invoices or receipts,
- The 200 Club appears to not have a valid Small Lottery Licence.
- Outstanding from 2023 audit. There are three un-cashed prize cheques from 2020 (200155, 200157, & 200167) and four un-cashed prize cheques from 2021 (100027, 100056, 100075 & 100119) and six prize cheques from 2022 (100200, 100236, 100268, 100273, 100276, 100292). These have all been written back into the accounts in 2024.

It may be worth the committee taking a decision for future prize payout cheques to set a time limit for the cheques to be cashed (e.g. 6 months) and if not the prize winnings to be forfeited and returned to the 200 club accounts to fund other works and activities. In the previous year (2023) there were 3 prize cheques worth £140 un-cashed,

A copy of the income and expenditure spreadsheets have been returned with the issues raised above highlighted for reference and records.

#### **4. Recommendations:**

The recommendations are:-

- to improve the record keeping for expenditure and income spreadsheets for both the PCA and 200 Club, backed up by invoices and receipts for all transactions and cash receive paid in timely and any outstanding income pursued in a timely way.
- to renew the Small Lottery License from the correct accounts for valid operation of the 200 Club lottery,
- that the procedures regarding prize cheques not cashed for the previous year winners be dealt with as detailed above in section 3, and
- that procedures are put in place to deal with future prize winners cheques as detailed above in section 3.

### **NOTES**