

BANSTEAD COMMUNITY ASSOCIATION

Registered Charity No. 304970

Trustees Annual Report for the year ending 31st December 2019

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.

Community Activities

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 and WEA 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.

A calendar of current events appears on our bookings diary displayed each month in the Hall foyer, and is summarised in each edition of our Newsletter to members. Though the Hall is well booked, we continue to endeavour to extend the range of activities.

With three booking sessions per day, a 365-day year produces 1095 sessions available for each of the three locations; Main Hall, Mead Room and Collett Room. The Main Hall achieved 77% occupation. The Main Hall remains available for non-regular bookings on Saturdays, Monday afternoons, some Friday evenings and some Wednesdays. The Mead and Collett meeting rooms achieved increased bookings, both separately and in conjunction with the Main Hall. These Meeting rooms are available for occasional or regular bookings.

The 39th Banstead Combined Charities Christmas Event was held under our auspices in October. The participating charities raised around £3,600 for their activities and we look forward to continuing success with this locally important annual event. In addition, the Association supports the Banstead Village in Bloom project through our garden. This project won a gold award in the 2019 judging. An arrangement has been made with St Anne's Catholic Primary School to allow children to walk to and from the school from our car park.

In the view of the Trustees the Community 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 and Banstead Village in Bloom.

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 energy efficient LED lighting was installed in the Mead Room and the Collett Room and additionally the Mead Room had a new floor and a projection screen for classes.

However, future investment will have to take note of the Reigate and Banstead Council Development Management Plan, in which the Council proposes 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 plan to commence discussion with the Reigate and Banstead Council about the renewal of the lease in 2020

Our caretaker, Patrick Collier, retired after over 25 years of service and has been replaced.

Financial Report

Hall-hire income, subject to rate adjustment for inflation, remained broadly consistent with the previous year and general maintenance and administration expenses were as expected. After amortisation there was an overall surplus of £7,269 (2018 £4,792). Net current assets are £96,126 (2018 £83,505).

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 and continues its efforts to broaden the scope of membership. 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. 2019 saw no major changes in our principal users. Our key personnel remain in place and overall number of Trustees who served during the year was 22. A list of those serving during 2019 is attached at Appendix B.

This Trustees' Report has been approved at the Annual General Meeting of the BCA on 18th March 2020 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 2019

Statement of financial activities (income and expenditure account)

	<u>2019</u>	<u>2018</u>
Income		
Hiring fees	60,473	55,609
Interest received	273	275
Donations	3,086	3,397
Subscriptions and fees	489	597
500 Club income	300	300
	<u>64,621</u>	<u>60,178</u>
Expenditure		
Rent	(160)	(160)
Rates	(2,509)	(3,212)
Energy	(3,142)	(3,308)
Insurance	(1,914)	(1,962)
Telephone, postage and printing	(897)	(715)
Hall running	(11,524)	(9,849)
Hall repair	(11,976)	(12,079)
Wages and statutory contributions (average number of employees 4 (2018: 4))	(19,878)	(18,749)
Amortisation	(5,352)	(5,352)
	<u>(57,352)</u>	<u>(55,386)</u>
Excess/(deficit)	<u>£ 7,269</u>	<u>£ 4,792</u>

Statement of financial position (balance sheet)

	<u>2019</u>	<u>2018</u>
Fixed assets		
Cost less grants	37,467	37,467
Accumulated amortisation	(16,056)	(10,704)
	<u>21,411</u>	<u>26,763</u>
Current assets		
Cash at bank	46,498	35,656
Scottish Widows	51,477	51,319
National Savings Income Bonds	10,000	10,000
500 Club	415	406
BCCCE	-	-
	<u>108,390</u>	<u>97,381</u>
Current liabilities		
500 Club prize reserve	(415)	(406)
BCCCE reserve	(86)	(168)
Creditors	(11,763)	(13,302)
	<u>(12,264)</u>	<u>(13,876)</u>
Net current assets	<u>96,126</u>	<u>83,505</u>
Total net assets	<u>£ 117,537</u>	<u>£ 110,268</u>
Accumulated fund brought forward	77,768	72,976
Net movement	<u>7,269</u>	<u>4,792</u>
	85,037	77,768
Renovation reserve	32,500	32,500
Total funds (unrestricted)	<u>£ 117,537</u>	<u>£ 110,268</u>

Signed on behalf of the trustees

Robert Collier

Honorary Treasurer

Date: 19 February 2020

Banstead Community Association
Annual accounts for the year ended 31 December 2019

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 2019.

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
Date:19 February 2020

Appendix B

Trustees who served in the year 2019

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
Faith Collins	Banstead Musical Society
Malcolm Cunnings	Elected Member
Anne Ford	Vice Chairman
Alan Frost	Banstead Short Mat Bowls
Fred Gillespie	Banstead Art Group
Leslie Huitson	Banstead Evening WI
Richard Hughes	Banstead Arts Festival
Bill Mills	All Saints Church
Maurice Owen	BCA Badminton
David Peterken	Banstead Horticultural Society
Ken Preece	Elected Member
Moira Seaton	Elected Member
Sam Walsh	Reigate and Banstead Council

RESIGNED OR DIED DURING THE YEAR

John Hayns	February
Peter Thomas	September

APPOINTED DURING THE YEAR

Gail Fraser	January	Banstead Flower Club
David Talbot	February	Banstead Village Residents