

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 01	Year 2019		Day 31	Month 12	Year 2019

Section A

Reference and administration details

Charity name	Hiltingbury Community Association
Other names charity is known by	HCA
Registered charity number (if any)	1089482
Charity's principal address	The Hilt Hiltingbury Recreation Ground, Hiltingbury Road Chandlers Ford, Eastleigh, Hampshire Postcode SO53 5NP

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	Richard Lansdowne	Chairman		
2	Alex Pape	Treasurer		
3	Martin Housham			
4	Keith Hatch			
5	Michael Hughes			
6	Nicola MacBean			
7	David Shute	Vice-Chairman		
8	Pamela Holden-Brown			
9	Doreen Riches	Secretary		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by General Committee

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.

The Association shall have the power to:

- a) bring together in conference representatives of voluntary organisations, Government departments, statutory authorities and individuals;
- b) arrange and provide for, either alone or with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses, and all forms of recreational and other leisure-time activities;
- c) collect and disseminate information on all matters relating to its objects, and to exchange such information with other bodies having similar objects whether in the United Kingdom or elsewhere;

Write, print or publish, in whatever form, such papers, books, periodicals, pamphlets or other documents, including films and recorded material, as shall further its objects, and to issue or circulate the same whether for payment or otherwise;

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Promote the benefit of the inhabitants of Hiltingbury and the neighbourhood together defined by Hiltingbury, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort 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

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)

To build, run and maintain a Community Centre providing a safe and secure environment for the inhabitants of Hiltingbury and the neighbourhood for social, recreational and educational activities. Provide an opportunity for volunteers to work in the development and provision of a range of activities for the local community. Organise and run a range of social and educational events for the local community. Support charity groups in their provision of activities in the Community Centre. Work with local authority and charity groups in the provision of a range of activities for disadvantaged groups in the local community.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The use of the Community Centre, known as the Hilt, continues to support a wide range of community activities. There are a variety of users, events and private functions all of which improve year on year.

The Centre is managed by a Centre Manager/Assistant Centre Manager and a Bookings Officer on a day to day basis supported by a team of volunteers. The Centre has again operated within its forecast annual expenditure budget. Improvements and repairs are continual as is the need to plan for the future all of which is discussed at the bi-monthly Centre Management Committee meeting and implemented appropriately.

Some events which have been organised by the HCA for the local community during the year included live music events, monthly movie nights, a beer fest, fortnightly afternoon tea and cakes for anyone who may like the company, murder mystery evenings, Christmas carols. On a very positive note, the events which are run are extremely good and everyone who attends have a great time and are extremely complimentary about everything we do. Cuckoo Bushes Hall has had excellent audio and lighting systems installed this year which makes the events all the more enjoyable and very much appreciated

The Youth Clubs are well attended and the youth workers are dedicated to working with the young people to ensure it is a positive experience for all who attend.

Actions which have been taken during year included:

- A review of all the HCA policies and procedures
- Routine maintenance, improvements, repairs and replacements
- Planning for future improvements and repairs

A new website has been completed with new branding and images. It can also be used with scrolling on 'phones and has a clearer, fresher look.

Section E Financial review

Brief statement of the charity's policy on reserves

There is a designated Building and Equipment Reserve for the purposes of long term planned preventative maintenance and equipment replacement. Each year the financial resource transferred to the Reserve will be appropriate to a 10 year itemised financial forecast for such expenditure. In addition a Capital Reserve fund has been established to enable future capital project improvements to the Community Centre. Sources of income to these reserves include the surplus of Centre lettings over operational costs, fundraising, grants and donations. The amount of transfer to these Reserves, and this policy itself, will be reviewed annually at a meeting of Trustees.

Details of any funds materially in deficit

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.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Doreen Mary Riches	
Position (eg Secretary, Chair, etc)	Secretary	
Date	15 April 2020	



Receipts and payments accounts

For the period from	Period start date 01/01/2019	To	Period end date 31/12/2019
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Lettings Income	123,376	-	-	123,376	125,275
Fundraising/Social/Grants	21,910	-	-	21,910	28,992
Interest on Building reserve	63	-	-	63	20
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	145,348	-	-	145,348	154,287
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	145,348	-	-	145,348	154,287
A3 Payments					
Lettings Expenses	95,420	-	-	95,420	76,110
Fundraising/Social	20,934	-	-	20,934	23,886
Project - Extension	15,662	-	-	15,662	17,990
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	132,016	-	-	132,016	117,986
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	132,016	-	-	132,016	117,986
Net of receipts/(payments)	13,332	-	-	13,332	36,301
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	107,861	-	-	107,861	71,560
Cash funds this year end	121,193	-	-	121,193	107,861

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
	Working Capital	22,058	-	-
	Building Reserve	27,766	-	-
	Building New Project Reserve	71,369	-	-
	Total cash funds	121,193	-	-
CCXX R1 accounts (SS)	(agree balances with receipts and payments account)	OK	OK	OK

		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Details			
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details			
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Details			
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on
behalf of all the trustees

Signature	Print Name	Date of approval
	Alex Pape	06/04/2020



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Hiltingbury Community Association

On accounts for the year
ended

31/12/2019

Charity no
(if any)

1089482

Set out on pages

(remember to include the page numbers of additional sheets)

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 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 is given 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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Signed:

Date:

1 MARCH 2020

Name:

Roger Beaumont

Relevant professional
qualification(s) or body
(if any):

A.C.I.B