

Report of the Executive Committee for 2019  
to be presented to the  
Hythe & Dibden Community Association  
at its Annual General Meeting  
once the Covid-19 Pandemic is over and members can meet again

Sadly I have again to report that our net differential between income and expenditure is still in deficit. Unfortunately, in spite of our room rental charge increase for the year our rental income was £100 lower than the previous year. This was caused by a 5% reduction in room hiring for the 12 months. Fortunately, by renegotiating the photocopier contract and the telephone contract we were able to reduce that aspect of our expenditure by 32.3% and 22.8% respectively. However, the usage of water, electricity and gas increased significantly during the year giving a rise of expenditure of about 32% in total. This left us with this year's deficit of £3,488 in comparison with last year's one of £2,092.

We have now reached a point where our reserves have reached the minimum level that we require to financially function whilst providing us with sufficient reserves to deal with eventualities. For the Community Centre to continue to function, it is necessary for us to not only be viable but produce a surplus that helps to provide a strong maintenance reserve. It is therefore imperative that we explore all avenues to further increase our income whilst reducing our expenditure if it is practical. This reduction must not, however, involve the quality of service provided within the building.

### **Financial Report Year 2019**

A copy of the accounts is available to all members in the Association Office.

### **Hall & Room Hire**

Rents for 2019 were £31,697, a drop of 0.3% on the previous year which, when the new rates for the year are taken into consideration, is in reality a reduction of 5.0% in occupancy. This arose from a reduction in the chiropody service from 4 to 3 days a month and the loss of a consultancy service held once a week both half way through the year. There was also a drop in one-off bookings. Member and Associate Group bookings remained steady through the year.

### **Kitchen Takings**

Kitchen receipts for the year rose slightly to £4,171 compared with £4,102 for the previous year. However, expenditure increased leaving us with a profit of £3,044 as against the previous year's £3,286, a fall of just over 7%. It should be possible to increase our takings to a much higher level as we have an excellent facility not only for members but also for non-members to drop in. Unfortunately, attempts in the past to further promote this service have proved to be ineffective and further thought is needed to increase the public footfall into the building and the use of the café.

### **Membership**

Association membership has slightly dropped, reducing from to 302 to 285.

As reported in previous annual reports we live in a national society where the average age of members within social and recreational groups is increasing one year per year with a concomitant loss of members through age. This continues to concern us. The reduction in size of groups means that they either close or transfer to smaller rooms with a commensurate loss of revenue to the Centre.

We must look to the groups to actively promote themselves and thus increase their membership whilst offering every help that we can to amplify that promotion through our website and use of facebook.

## **The Future**

We still need to market the Centre more in order to increase our hirings and revenues but in addition we need to explore new ventures and identify other uses which would still be in keeping with the ethos of the building and not be in conflict with our planning category. Our WiFi connection is available to hirers in the Centre and is made available to users of the café area.

Our web site continues to make prospective hirers aware of what we have to offer and if groups wish to make use of that or our facebook page they merely have to provide us with the “copy” and we will do the rest.

One insurmountable problem is that there is a surplus of venues in the area which has arisen since we erected the new building. Most of the new venues have been created within the local authority and ecclesiastical environment and are not necessarily provided at a realistic cost as they are within buildings whose basic costs are already covered within their overheads.

## **Personnel**

Members are aware that we employ 3 members of staff on a part-time basis. We have always been realistic and increased the wages paid to members of staff by the relevant national index in order to maintain the “value” of that wage and we have absorbed that cost when assessing our annual hiring rates. One unfortunate aspect of the reporting period is that through Government intervention our wages continue to be forced up by a disproportionate percentage to meet the new legislated levels. The wage payments increased by 4.85% on the 1<sup>st</sup> April 2019.

## **The Community Centre Building**

The basic maintenance on the building has been at a significantly lower level this year and most of our costs have been incurred through our need to ensure our emergency services such as the fire and burglar systems and our lift are regularly tested and maintained.

## **Direct Services**

With the closing of the Hythe & Dibden Community Association Minibuses we no longer run any direct services.

## **Indirect Services**

The Community Cars Service; a voluntary group, continue to use our office as their headquarters between 9 and 11am each day and provide an invaluable facility for members of the community; primarily for visits to health related venues but also for the more mundane such as shopping and the hairdressers etc.


The Age Concern Chiropody Service continues to provide within the Community Centre a very well patronised and needed service within the community.

It has always been the hope of the Executive Committee, since we had our rebuilding, that in spite of not being able to maximise our revenues through the provision of a new all-purpose hall we would be in a position to move into a surplus financial state year on year. For a variety of reasons we have not achieved our hopes and we are unhappy with the state of affairs. This is in spite of every endeavour to increase our footfall and revenues. However, competition with the increased accommodation being supplied by churches

and the local authority in the area has precluded that from happening. We continue to look to maximise the use of the building and are looking to the wider community for their ideas and help in this matter.

This report whilst not as satisfactory as we would have liked to present, mirrors problems felt throughout the sector. As this report is being written we are entering the lock-down precaution against Covid-19 and it is impossible to foresee the future with any clarity. Our staff are being furloughed and we do not know when we will be able to open the Centre again.

We would like to commend this report to you for your adoption.



Graham Parkes, Chairman

**HYPHE AND DIBDEN COMMUNITY ASSOCIATION**

**Accounts**

**31 December 2019**

**HYPHE AND DIBDEN COMMUNITY ASSOCIATION**

**Independent examiner's report to the trustees on the unaudited accounts  
of the HYPHE AND DIBDEN COMMUNITY ASSOCIATION  
for the year ended 31 December 2019**

**Respective responsibilities of trustees and examiner**

The Charity's trustees consider that an audit is not required for this year  
It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act, the Charity Commission (under section 145(5)(b)) of the Charities Act, and
- To state whether particular matters have come to my attention.

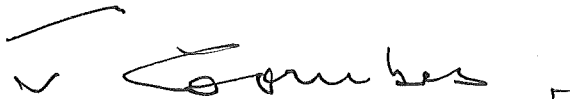
**Basis of independent examiner's statement**

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.



John F.M. Coombes  
Accountant & Tax Adviser

The Old Manor  
Manor Road  
Dibden  
Southampton  
SO45 5TJ

12 October 2020


**HYTHE AND DIBDEN COMMUNITY ASSOCIATION**  
**Income and expenditure account**  
**for the year ended 31 December 2019**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	36,066	44,651
<b>Expenditure</b>		
Wages, salaries and other staff costs	20,525	19,473
Travelling expenses	42	21
Rent, rates, power and insurance costs	12,873	10,818
Maintenance and renewals of property and equipment	2,153	5,000
Telephone, stationery and other office costs	2,863	3,860
Accountancy, legal and other professional fees	554	300
Depreciation and loss/(profit) on asset disposal	133	1,179
Other expenses	411	46
	<hr/> 39,554	<hr/> 40,697
<b>(Expenditure excess)/income excess</b>	<hr/> <b>(3,488)</b>	<hr/> <b>3,954</b>

**HYTHE AND DIBDEN COMMUNITY ASSOCIATION**  
**Balance Sheet**  
**as at 31 December 2019**

	Notes	2019 £	2018 £
<b>Fixed assets</b>			
Buildings and equipment	1	15,505	15,518
<b>Current assets</b>			
Debtors		1,329	2,166
Bank balance - HSBC		17,329	19,902
Till floats		100	100
Petty cash		111	176
		<u>18,869</u>	<u>22,344</u>
<b>Current liabilities</b>			
Creditors		<u>2,008</u>	<u>2,007</u>
<b>Net current assets</b>		16,861	20,337
<b>Net assets</b>		<u>32,366</u>	<u>35,855</u>
<b>General fund</b>			
Balance at start of period		35,855	31,901
((Expenditure excess))/income excess		(3,488)	3,954
		<u>32,367</u>	<u>35,855</u>

The accounts were approved by the Trustees of the Hythe and Dibden Community Association on  
12 October 2020

  
Graham Parkes, Chairman

**HYPHE AND DIBDEN COMMUNITY ASSOCIATION**  
**Notes to the Accounts**  
**for the year ended 31 December 2019**

**1 Income and Expenditure Account**

	2019 £	2018 £
<b>Income</b>		
Rents receivable	31,697	31,799
Membership	1,124	1,208
Books	201	173
Donation	-	8,185
	<u>33,022</u>	<u>41,365</u>
Kitchen	4,171	4,103
Less: Expenditure	<u>(1,127)</u>	<u>(817)</u>
	3,044	3,286
Interest receivable	-	-
	<u>36,066</u>	<u>44,651</u>
<b>Expenditure</b>		
<b>Wages, salaries and other staff costs</b>		
Wages Office manager	7,842	7,534
Less: charge to minibuses	<u>-</u>	<u>(195)</u>
	7,842	7,339
Cleaners	12,659	12,086
Warden's fees	24	48
	<u>20,525</u>	<u>19,473</u>
<b>Travel and subsistence</b>		
Travel and subsistence	<u>42</u>	<u>21</u>
<b>Rent, water, power and insurance costs</b>		
Ground rents	2,220	2,220
Water and sewerage	1,180	781
Electricity	3,591	2,931
Gas	2,778	1,983
Insurance	2,953	2,756
TV licence	151	147
	<u>12,873</u>	<u>10,818</u>
<b>Maintenance and renewals of property and equipment</b>		
Building maintenance and Safety	1,867	5,362
Less: charged PAT testing & Ins claim	<u>(11)</u>	<u>(739)</u>
	1,856	4,623
Cleaning materials	414	489
Less; charged to J & J	<u>(117)</u>	<u>(112)</u>
	297	377
	<u>2,153</u>	<u>5,000</u>



**HYTHE AND DIBDEN COMMUNITY ASSOCIATION**  
**Notes to the Accounts**  
**for the year ended 31 December 2019**

**Telephone, stationery and other office costs**

Telephone	1,409		1,825	
Less: income	<u>-</u>		<u>(1)</u>	
		1,409		1,824
Internet		86		86
Office consumables	338		164	
Less: charged to minibuses	<u>-</u>		<u>(8)</u>	
		338		156
Copier costs	1,636		2,417	
Less: income	<u>(606)</u>		<u>(623)</u>	
		1,030		1,794
		<u>2,863</u>		<u>3,860</u>

**Accountancy, legal and other professional fees**

Accountants fees		300		300
Other legal and professional		254		-
		<u>554</u>		<u>300</u>

**Depreciation and loss/(profit) on asset disposals**

Depreciation		<u>133</u>		<u>1,179</u>
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**Other expenses**

Social and Christmas decorations		65		46
Sundry expenses		346		-
		<u>411</u>		<u>46</u>

**HYTHE AND DIBDEN COMMUNITY ASSOCIATION**  
**Notes to the Accounts**  
**for the year ended 31 December 2019**

**1 Buildings and office equipment**

	<b>New building</b>	<b>Building &amp; office equipment</b>	<b>Total</b>
	£	£	£
<b>Cost</b>			
At 1 January 2019	533,279	33,320	566,599
Less: Grant	(517,923)		(517,923)
Additions		120	120
Disposals	-	-	-
At 31 December 2019	<u>15,356</u>	<u>33,440</u>	<u>48,796</u>
<b>Depreciation</b>			
At 1 January 2019	-	33,158	33,158
Charge for the year	-	133	133
On disposals	-	-	-
At 31 December 2019	<u>-</u>	<u>33,291</u>	<u>33,291</u>
<b>Net book value</b>			
At 31 December 2019	<u>15,356</u>	<u>149</u>	<u>15,505</u>
At 31 December 2018	<u>15,356</u>	<u>162</u>	<u>15,518</u>