



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	July	2019		30th	June	2020

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### 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	Mrs Susan Hoare	Chairman		
2	Mrs Ann Nash	Treasurer		
3	Mr Andrew Russell			
4	Mrs Maria Wright			
5	Mrs Alison Willis			
6	Dr Elizabeth Allinson			
7	Mr Brynley Evans			
8	Dr Andrew Watson			
9	Mr Mark Thomas			
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 dated 25 <sup>th</sup> February 2014
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing charity trustees - by a resolution passed at a properly convened meeting of the trustees.

### 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.

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## Section C Objectives and activities

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

To build and subsequently manage a community centre for the benefit primarily of the inhabitants of Hurstbourne Tarrant but also of neighbouring areas without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and 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)**

In essence, the main activities undertaken by the charity between 1<sup>st</sup> July 2019 and 30<sup>th</sup> June 2020 were:

- Managing all financial and operational aspects of the Community Centre.
- Maintaining the high quality of the building and its facilities.
- Building on established links with local community organisations (parish council, school, church etc), and with other voluntary organisations, to foster increased local community cohesion and to bring 'outreach' services for the local community to the Centre.
- Delivering easy to use Centre booking systems and combining this with good customer services for every booking.
- Developing a wide range of mechanisms to enable users to feedback their experience in using the Centre, the booking process, the quality of customer services, ideas for improvement and so on.
- Promoting the Centre and regularly communicating the classes, regular activities and community events at the Centre via a wide range of media (web site, local Facebook site, direct e-mail, village notice boards, parish magazine, update reports to the parish council and so on).
- Continuing to foster further user/volunteer engagement and two-way communications – within the village and with wider stakeholders.
- From March, 2020, managing the impact of COVID-19 on the business of the Centre.

The trustees have had due regard to the guidance on public benefit in the running of the charity and in its planning and decision-making processes for the achievement of the charity's objectives.

(See also Section D below on main achievements during the year).

**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**

In summary, the main achievements of the Charity between 1<sup>st</sup> July 2019 and 30<sup>th</sup> June 2020 were:

- The Centre continued to be a thriving and highly popular community hub.
- A well-attended 'Open Evening' was held on 18<sup>th</sup> October 2019, to report back to the local community (and associated stakeholders) on Year 4 performance and to encourage further feedback, ideas and suggestions about the future use of the Centre. As well as publicising the event widely, personal invitations to the event were delivered to every household in the parish as well as wider stakeholders.
- Some 16,200 people used the Centre in its fourth year of operation as compared with 7,200 in our first year of operation. Of these, 63% were local users (residents of the Parish) and 37% were users from neighbouring areas. 57% repeat business was achieved this year with 43% 'new business' – a healthy balance looking forwards.
- User feedback is that the quality of the building and the facilities at the Centre, the ease of booking, and our associated customer services are rated as excellent.
- In line with Government COVID-19 legislation and guidelines, the Centre was closed from 23<sup>rd</sup> March through to 4<sup>th</sup> July, 2020.
- The process of dealing with multiple enquiries, postponements and cancellations re Centre bookings impacted due to the 'lockdown' was well managed. It was encouraging that those who had made bookings which were affected by COVID-19 expressed their strong appreciation of how we have handled the situation with them,
- In accordance with Government guidance on social distancing measures to reduce the transmission of COVID-19, and in line with our Constitution, our scheduled Board of Trustees meetings continued to be held during this period but via the Zoom application.
- The planned maintenance schedule continued throughout the 'lockdown' to ensure that the high quality of the building and its facilities were maintained.
- An application to the local Borough Council for the Local Restrictions Support Grant for businesses affected by COVID-19 was successful and £10k received.
- As a result of COVID-19, hall income for the year was 79% of budget but this was matched by a reduction in costs to 84% of budget. Despite the loss of revenue, and before taking into account the £10k LRSG government grant, there was a positive net income over the full year.
- In preparation for the re-opening of the Centre post 4th July, 2020, a special risk assessment was undertaken to identify risks relating to COVID-19 and appropriate mitigating measures implemented in order to provide a suitably safe environment for Centre users and volunteers.
- Special conditions of hire relating to COVID-19 were produced, based on the set of conditions recommended by ACRE, and amended to suit the outcome of our risk assessment.
- Information and updates relating to COVID-19 were published on our web site and directly to users and to the local community.

## Section E Financial review

### Brief statement of the charity's policy on reserves

In accordance with our Reserves Policy, the trustees have set aside reserves to cover any unforeseen expenditure on maintaining or modifying the fabric of the building, unusually high operating costs and/or the risk of suffering significant unforeseen loss of income. The trustees review the current level of reserves whenever priorities are reassessed, and when updating the financial plan for the charity.

### Details of any funds materially in deficit

None.

### 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.

Principal sources of funds:	
Income from letting the hall	£13,226
Borough Council Local Restrictions Support Grant	£10,000
Fund Raising	£1,987

## 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)	Susan Constance Dehane HOARE	Ann NASH
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 25<sup>th</sup> January, 2021



Charity Name		No (if any)		CC16a
Hurstbourne Tarrant Community Centre		1156307		
Receipts and payments accounts				
For the period from	Period start date	To	Period end date	
	01/07/2019		30/06/2020	

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations, legacies & grants	10,628	-	-	10,628	1,342
Fundraising events	2,674	-	-	2,674	9,741
Interest	1,095	-	-	1,095	377
Hire of hall & equipment	13,226	-	-	13,226	16,538
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>27,622</b>	<b>-</b>	<b>-</b>	<b>27,622</b>	<b>27,999</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>27,622</b>	<b>-</b>	<b>-</b>	<b>27,622</b>	<b>27,999</b>
<b>A3 Payments</b>					
Cost of fundraising events	687	-	-	687	9,061
Repairs, Renewals & Maintenance	5,951	-	-	5,951	3,812
Light and heating	1,888	-	-	1,888	1,728
Water and sewerage	388	-	-	388	366
Insurance	1,038	-	-	1,038	1,025
Telephone & internet	556	-	-	556	529
Admin costs	883	-	-	883	808
Bank & loan interest & charges		-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>11,391</b>	<b>-</b>	<b>-</b>	<b>11,391</b>	<b>17,330</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Purchase of fixed assets	1,467	-	-	1,467	
Loan repaid to external funder		-	-	-	-
<b>Sub total</b>	<b>1,467</b>	<b>-</b>	<b>-</b>	<b>1,467</b>	<b>-</b>
<b>Total payments</b>	<b>12,858</b>	<b>-</b>	<b>-</b>	<b>12,858</b>	<b>17,330</b>
<b>Net of receipts/(payments)</b>	<b>14,764</b>	<b>-</b>	<b>-</b>	<b>14,764</b>	<b>10,668</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>79,700</b>	<b>-</b>	<b>-</b>	<b>79,700</b>	<b>69,032</b>
<b>Cash funds this year end</b>	<b>94,464</b>	<b>-</b>	<b>-</b>	<b>94,464</b>	<b>79,700</b>

## 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	Deposit A/c	93,618	-	-
	Current A/C	846	-	-
	Cash	-	-	-
	<b>Total cash funds</b>		94,464	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	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	Community Hall		593,091	593,091
	Furniture, Fixtures & Fittings		15,166	2,816
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



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	Cash	-	-	-
	<b>Total cash funds</b>	<b>94,464</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the  
trustees/directors/  
members of

Hurstbourne Tarrant Community Centre

On accounts for the year  
ended

30 Jun 2020

Charity no  
(if any):

1156307

Set out on pages

1

Responsibilities and  
basis of report

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30/06/2020.

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

25 October 2020

Name:

Caroline Reeves

Relevant professional  
qualification(s) or body:

MICB PM Dip - The Institute of Certified Bookkeepers

Address:

Rural Business Hub, The Old Post Office, Hurstbourne Tarrant,  
Andover, SP11 0AG



Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None