

BANSTEAD COMMUNITY ASSOCIATION

Registered Charity No. 304970

Trustees Annual Report for the year ending 31st December 2020

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.

Effect of Coronavirus

Activities at the Community Hall were severely curtailed in 2020 due to restrictions required to contain the spread of the virus. During the first lockdown the Hall was closed but when restrictions eased the Hall was reopened with clear guidance to users on suitable procedures. Main Hall occupancy was restricted to 35 persons compared with a normal maximum of around 220 persons. Windows and doors were kept open, use of the toilets was restricted to one person at a time, the kitchen was closed and a tighter cleaning regime instituted. Several groups restarted their activities successfully. We were also able to hold two larger events, a horticultural flower show and the annual Christmas card event. These operated on a continuous flow basis with one arrival door and a separate departure door with a control kept to maintain a maximum of 35 persons in the hall at any time. These two events were well received. Further restrictions late in the year again halted all activities.

Community Activities

In normal times 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 baby signing group 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.

The occupancy rate of the main hall is usually close to 80% but a figure for 2020 is not meaningful because of the Coronavirus restrictions.

The 40th Banstead Combined Charities Christmas Event was held under our auspices in October but on a smaller scale than usual. The participating charities raised around £1800 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.

In the view of the Trustees of the Community Association, that within the limitations of the Coronavirus restrictions, the 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 expenditure was severely curtailed due to the large loss of income due to Coronavirus restrictions though necessary roof repairs were completed and restoration of damage from a break-in done. A limited CCTV system was installed in response to a number of incidents of vandalism.

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 2021.

Financial Report

Income was severely reduced by the Coronavirus restrictions, though it was partly replaced by grants totalling £11,334 from the Reigate and Banstead Council for which we are most grateful.

Hall-hire income was significantly lower than the previous year and although costs were lower and despite the grants (noted above) there was, after charging amortisation, an overall deficit of £7,861 (2019 surplus £7,269). Net current assets have reduced to £93,617 (2019 £96,126).

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. 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 when restrictions ease. Our key personnel remain in place.

This Trustees' Report has been approved at the Annual General Meeting of the BCA on 17th March 2021 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 2020

Statement of financial activities (income and expenditure account)

	<u>2020</u>	<u>2019</u>
Income		
Hiring fees	25,764	60,473
Interest received	286	273
Government grants and donations	13,121	3,086
Subscriptions and fees	62	489
500 Club income	275	300
Insurance proceeds	3,152	-
	<u>42,660</u>	<u>64,621</u>
Expenditure		
Rent	(160)	(160)
Rates and water	(1,933)	(2,509)
Energy	(2,796)	(3,142)
Insurance	(2,123)	(1,914)
Telephone, postage and printing	(639)	(897)
Hall running	(8,776)	(11,524)
Hall repair	(9,556)	(11,976)
Wages and statutory contributions (average number of employees 4 (2019: 4))	(19,186)	(19,878)
Amortisation	(5,352)	(5,352)
	<u>(50,521)</u>	<u>(57,352)</u>
(Deficit)/surplus	<u>£ (7,861)</u>	<u>£ 7,269</u>

Statement of financial position (balance sheet)

	<u>2020</u>	<u>2019</u>
Fixed assets		
Cost less grants	37,467	37,467
Accumulated amortisation	(21,408)	(16,056)
	<u>16,059</u>	<u>21,411</u>
Current assets		
Cash at bank	36,499	46,832
Scottish Widows	51,645	51,477
National Savings Income Bonds	10,000	10,000
500 Club	363	415
Other bank accounts and outstanding items	611	(334)
	<u>99,118</u>	<u>108,390</u>
Current liabilities		
500 Club prize reserve	(363)	(415)
BCCCE reserve	(116)	(86)
Creditors	(5,022)	(11,763)
	<u>(5,501)</u>	<u>(12,264)</u>
	<u>93,617</u>	<u>96,126</u>
Total assets	<u>£ 109,676</u>	<u>£ 117,537</u>
Accumulated fund brought forward	85,037	77,768
Net movement	<u>(7,861)</u>	<u>7,269</u>
	77,176	85,037
Renovation reserve	32,500	32,500
Total funds (unrestricted)	<u>£ 109,676</u>	<u>£ 117,537</u>

Signed on behalf of the trustees

Robert Collier

Honorary Treasurer

Banstead Community Association
Annual accounts for the year ended 31 December 2020

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 2020.

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 FCA
Date: 6 February 2021

Appendix B

Trustees who served in the year 2020

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
Gail Fraser	Banstead Flower Club
Anne Ford	Vice Chairman
Alan Frost	Banstead Short Mat Bowls
Fred Gillespie	Banstead Art Group
Bill Mills	All Saints Church
Maurice Owen	BCA Badminton
David Peterken	Banstead Horticultural Society
Ken Preece	Elected Member
Moira Seaton	Elected Member
David Talbot	Banstead Village Residents
Sam Walsh	Reigate and Banstead Borough Council

RESIGNED OR DIED DURING THE YEAR

Leslie Huitson	March
Richard Hughes	June

APPOINTED DURING THE YEAR

John Hayns	March	Elected Member
David Crowley	March	Elected Member
Rod McFarlane	June	Banstead Arts Festival Society