

TRUSTEES' ANNUAL REPORT FOR THE PERIOD
FROM 1ST APRIL 2019 TO 31ST MARCH 2020

SECTION A

REFERENCE AND ADMINISTRATION DETAILS.

Charity Name Paxcroft Mead Community Centre

Registered Charity Number 1123423

Charity's Principal Address 17, Hackett Place,
Hilperton,
Trowbridge,
Wiltshire.
BA14 7GW

Names of the charity trustees who managed the charity.

Jonathan Hawkes	Chairman/Bookings	Whole Year	Elected
Rosemary Hawkes	Secretary	Whole Year	Elected
Karen Pugh	Treasurer	Whole Year	Elected
Alan Jales	Vice Chair/Maintenance	Whole Year	Elected
Mark Gamble	Member	Whole Year	Elected
Paddy Reeves	Maintenance	Whole Year	Elected
Michael Pugh	Maintenance	Whole Year	Elected
Alan Thirlwell	Maintenance	Whole Year	Elected

Names of Custodian Trustees.

Hilperton Parish Council	Whole Year
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SECTION B

STRUCTURE, GOVERNANCE AND MANAGEMENT

Description of Charity's Trusts.

Type of governing document: Deed of Trust dated 22nd January 2008

How the charity is constituted: Trust

Trustee selection methods: Election, Appointment, and Co-option

Additional Governance.

Training of Trustees: Induction Pack

SECTION C

OBJECTIVES AND ACTIVITIES.

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

The Property and the trust fund and its income shall be applied for the purposes of a community centre for the use of the inhabitants of the area of Paxcroft Mead without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

Summary of the main activities undertaken in relation to the above objects.

We have: -

- Managed and maintained the Community Centre for the benefit of the residents of Paxcroft Mead, and the wider community of Hilperton and Trowbridge.
- Facilitated the use of the Centre by and for the local community.
- Generated income to manage and maintain the Centre, through publicising and promoting the use of the Centre by residents, community, and commercial organisations.
- Promoted the use of the Centre for events, such as family fun days, multi-cultural events, and performance arts projects, for the special benefit to the community.
- Promoted the community of Paxcroft Mead and its links with the wider local community through the Centre's website (www.paxcroftmead.org.uk).
- Ensured adherence, within the Centre, to health and safety guidelines.
- Liaised with representatives of external organisations, and other key partners, to ensure that the local area of the Centre (i.e. Hackett Place), and indeed the estate itself, continues to be a safe and pleasant environment.

We rented out rooms in the Community Centre, to groups, companies, and individuals, often for regular use but also for one-off events such as presentations and celebrations. Regular users include: -

Spurgeons Baby Clinic	Weekly Well Baby clinic
Tai Chi	
Zumba and Pilates Classes	Keep Fit/dance classes for all ages
Impax	Youth Club (part of Urban Saints)
Tumble Tots	Pre-school exercise/coordination activities
Baby Sensory Classes	Learning and development programme for babies
Karate	For children of all ages
Short Mat Bowls	Mainly for adults
Football Factory	Football tuition for younger children
Mother and Toddlers Group	Mother and Toddlers get-together for games and coffee
Dance Classes	Young people
Aster Communities	Tenants meetings
Wiltshire Council	Young offenders case meetings and elections

The Mead Social Club also uses our premises and is an anchor tenant of the Centre. We also act as an evacuation point for the Busy Bees Nursery which is located next to the Centre.

SECTION D

ACHIEVEMENTS AND PERFORMANCES.

These were covered by the Chairman's annual report, which is reproduced below: -

PAXCROFT MEAD COMMUNITY CENTRE. CHAIRMAN'S ANNUAL REPORT - APRIL 2019 to MARCH 2020.

We have had another good year at the Community Centre, maintaining a variety of regular users, party and commercial bookings.

We have continued to attract hirers from all over Trowbridge as well as from the surrounding towns in part due to the recommendation of the various activity providers such as About-a-Bounce, Bouncearoo and Active Trowbridge etc.

The Community Centre continues to operate on a very sound economic footing.

We continue to keep our hire rates low. We managed to keep our rates at the same level throughout the year but will almost certainly have to raise them in June 2020 to keep up with the rise of the fixed costs of running the Centre. Where we can, we have negotiated deals for our gas and electricity supplies which have helped. We are also grateful to Wiltshire Council for giving us maximum relief on the business rates.

However, towards the end of the financial year we were forced to close the Centre due to the COVID-19 outbreak and in consequence had to cancel many advanced bookings and our regular users. The unaudited figures of income for 2019 - 2020 are £36357.34, with the outgoings for 2019 - 2020 of £36716.48. The loss of £359.14 is solely due to booking refunds. We are hopeful that we will be able to weather this situation and hope to be able to re-open in July 2020. Thankfully with the building being closed, our utility costs substantially reduce. These are the main costs of running the building.

The programme to replace any failing light fittings with LED replacements continues to result in a considerable reduction in maintenance overheads and is proving to be worth the investment. In the foyer the old fluorescent fittings were replaced with recessed LED lights. These all provide a better light, cost savings and will not require any attention for many years. The toilet lights were also replaced with recessed LED light units.

The foyer walls have been re-painted, and the foyer carpet was replaced in August 2019.

Plans are still underway to refurbish all the toilets. The plan to carry out some remedial work in the men's toilets in early Summer was completed in July 2019. The urinals were all changed, and an electronic sensor was installed to control the flushing mechanism. This will save a large amount of water. The heating radiator was also replaced at the same time. The cost of this work was covered from our own funds and by a grant of just over £1532 from Trowbridge Area Board for which we are grateful.

I would like to record a big thank you to the members of the committee who have assisted with running the building and managing the booking meet and greets.

Alan Thirlwell continues to take the lion's share of welcoming visitors to the Centre along with Mark Gamble and Paddy Reeves.

I would particularly like to thank all the officers for their time and effort over the past year.

We are fortunate to have such a strong team of volunteers willing to put in the time and effort to run the Centre so smoothly. We are still under strength and would welcome some new volunteers.

Jonathan Hawkes. Sunday, 24th January 2021

SECTION E**FINANCIAL REVIEW.**

We have continued to maintain our reserves at a healthy level and our financial position is sound. The provisional account totals show a loss of £359 for the year which is accounted for by the initial refunds made to hirers because of the COVID-19 lockdown. Fully audited accounts will be posted when they become available. The delay is due to the COVID-19 pandemic.

With the Centre getting older, we expect to spend more on the renewal of various elements of the Centre. We continue our plan to become greener, continuing to install energy efficient lighting where practical and replacing the old and inefficient heaters. The ethos of establishing a substantial reserve will assist with this, although the Centre will apply for grant funding where possible.

SECTION G**DECLARATION.**

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

Signed on behalf of the charity's trustees.

Signature 1



Full name

Jonathan Hawkes

Position

Chairman

Signature 2



Full name

Rosemary Anne Hawkes

Position

Secretary

Date

24/01/2021

Mike Denning Accountancy

Accountancy and Bookkeeping Services

26, Orchard Way, North Bradley, Trowbridge, Wiltshire, BA14 0SU

Tel' and fax (01225) 774371 Email : mikedenning61@gmail.com

PAXCROFT MEAD COMMUNITY CENTRE

REGISTERED CHARITY No. 1123423

ACCOUNTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31st MARCH 2020

PAXCROFT MEAD COMMUNITY CENTRE

REPORT OF THE ACCOUNTANT

In accordance with instructions given, I have carried out an independent examination of the accounting records shown to me and can confirm that an accurate record of the financial activity of the Association has been kept. From these records, and other information supplied, I have prepared accounts on a receipts and payments basis for the year ended 31st March 2020.

The Association received a restricted use grant of £1532.50 from Wiltshire Council to be used towards the refurbishment of toilets.

The Association has two bank accounts, both with CAF Bank (Charities Aid Foundation). The two accounts have combined funds of £40369.90.

The Association has assets in the form of equipment and furnishings with a cost value of £19759.44. This value comprises of both actual and estimated cost. The assets are a mixture of purchased and donated items.

The Association has known liabilities of £1941.00 made up of £1801.00 customer deposits held and £140.00 accountancy fees.

Date 29/3/21

Signed  enning

26, Orchard Way
North Bradley
Trowbridge
Wiltshire
BA14 0SU

MICHAEL F DENNING

These accounts were approved by the committee and signed on their behalf by the Chairman, Mr Jonathon Hawkes

Date 8th June 2021

Signed  (Chairman)

PAXCROFT MEAD COMMUNITY CENTRE

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31st MARCH 2020

	<u>Notes</u>	<u>2020</u>	<u>2019</u>
		£	£
<u>RECEIPTS</u>			
Lettings		21423	21026
Deposits taken (refunded or still held)		4726	4954
Deposits taken (retained for damage)		0	61
The Mead Club		1400	1200
Donations/Grants received with restricted use		1533	0
Gifts/donations (unrestricted use)		0	870
Fundraising		0	0
Payphone income		2	0
Sale of assets		0	0
Bank interest		56	35
		<u>29140</u>	<u>28145</u>
<u>PAYMENTS</u>			
Deposit refunds		5085	5162
Administration	1	1334	1447
Equipment	2	399	246
Building expenses	3	7810	5002
Cleaning and hygiene	4	8780	6330
Utilities	5	5062	6246
Advertising, website and fundraising	6	140	40
Accountancy		135	135
Bank charges		65	65
Other	7	50	1
		<u>28860</u>	<u>24674</u>
SURPLUS / DEFICIT FOR THE YEAR		£ 279	3471

PAXCROFT MEAD COMMUNITY CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2020

	<u>2020</u>	<u>2019</u>
	£	£
<u>PAYMENTS</u>		
1 Administration		
Mileage allowance	69	0
Use of home allowance	35	0
Postage, stationery and computer expenses	193	111
Subscriptions	30	100
Licenses	252	511
Telephone	754	725
	<u>1334</u>	<u>1447</u>
£	1334	1447
2 Equipment		
Chair trolley	0	216
Shredder	0	30
Recycling bins	48	0
Easel and accessories	57	0
Kettles	90	0
Table trolley	65	0
Hoover	140	0
	<u>399</u>	<u>246</u>
£	399	246
3 Building Expenses		
Insurance	1419	1384
Repairs, renewals and maintenance	4988	2416
Safety compliance (Fire/H & S)	287	378
Security	1116	825
	<u>7810</u>	<u>5002</u>
£	7810	5002

PAXCROFT MEAD COMMUNITY CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2020

	<u>2020</u>	<u>2019</u>
	£	£
4 Cleaning		
Contractors and materials	6735	1129
Labour	1014	4781
Waste disposal	1031	421
	<u></u>	<u></u>
£	8780	6330
	<u></u>	<u></u>
5 Utilities		
Electricity	2769	2616
Gas	1556	2986
Water	738	644
	<u></u>	<u></u>
£	5062	6246
	<u></u>	<u></u>
6 Advertising, website and fundraising		
Website	140	40
	<u></u>	<u></u>
£	140	40
	<u></u>	<u></u>
7 Other		
Consumables	0	1
Gifts	50	0
	<u></u>	<u></u>
£	50	1
	<u></u>	<u></u>

PAXCROFT MEAD COMMUNITY CENTRE

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Date 29/3/21

Signed 

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Date

Signed (Chairman)