

Report of the Executive Committee for 2020
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

The advent of Covid-19 and the national lockdown of March 26th 2020 have seriously affected the work of the Community Association and the opening of the Community Centre. The easing of instructions about returning to the work place on 4th July 2020 and our ability to re-open for medical related hirings allowed us to ease forward once we had our Covid-19 risk assessment in place. Hand cleansing facilities were provided and the building divided into route-ways which ensured that a 2-metre spacing between individuals was possible. The lift, while available for use was limited to one individual at a time or a couple from the same household. The wearing of face covering was enforced for everyone except those who were exempted on medical grounds. Regular cleaning of the toilet facilities and all surfaces in the building which could be handled was undertaken. Only users of those hirings for medical reasons were allowed in the building with access to the general public prohibited. The building was provided with full advisory signing.

With the easing of the regulations we were able to offer the pre-school the opportunity to return. However, it was felt that the normal practice of allowing the parents of the children into the building and waiting in the corridors and café area was too great a risk. It was therefore decided that the parents could deliver their children to the secondary door into Hall 2 and hand them over into the care of the staff without they themselves entering the building. The hall has toilet facilities for the children so they had no requirement to enter the remaining parts of the building and the linking door remained locked as was normal practice. The leaders were allowed access to the main toilets as long as they maintained the necessary protocols. Due to concerns within the pre-school leadership and amongst the parents the children did not return until the commencement of the autumn term.

Financial Report Year 2020

The Covid-19 Pandemic has had a major effect on our finances. Rents from hirings have reduced from £31,697 down to £14,117 whilst membership revenue dropped from £1124 to £952. Kitchen income after expenditure dropped from £3044 to £912. Our book sales dropped from £201 to zero. However, the Government Business Support Grant tied to the Business Rateable Value for the building brought in a very welcome £25,000.

Whilst expenditure on services continued, the cost through less usage did provide a drop from £12,873 to £9,244. It was decided early in 2020 that with the advent of the Government Job Retention Scheme that we would place our part time staff on furlough. In addition part of the Business Support Grant could be used to maintain their wages at the normal level in order to prevent any hardship during the Pandemic.

Overall Income, including Support and Job Retention grants, amounted to £50,509 compared with £36,066 last year whilst Expenditure amounted to £34,924 compared with £39,554. The year-end differential was a surplus of £15,585 compared with a deficit last year of £3,488.

Whilst the quoted figures imply that we are carrying forward a large sum it has to be born in mind that the Pandemic is not yet over and this sum will continue to support us well into 2021.

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

The Future

At the time of this report the future is somewhat uncertain. Our commercial bookings are looking to recommence but the social groups are slow to consider returning. We can only reiterate what we said at this time last year:

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. Currently the Government is progressively increasing Minimum and Living Wage levels considerably above the index. Whilst we fully support the need to increase wages for the lower paid it does place additional strain on our finances and viability. Currently our staff are on furlough but we look forward to their return in the not too distant future.

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.

This year has seen the advent of a new service. From 15th September 2020 Inhealth Intelligence, an NHS service provider, have been using the Centre for an Eye Screening Service for people with Diabetes.

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. Covid-19 has made us consider the future use of the building in the fullest sense and we are currently looking at all aspects of using the building in other ways whilst still remaining true to our basic aims and objectives.

We continue to believe in the future and hold that the Community Association and the Community Centre will continue to meet the needs of the community howbeit perhaps in a changed perspective.

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

Graham Parkes, Chairman

HYPHE AND DIBDEN COMMUNITY ASSOCIATION

Accounts

31 December 2020

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 2020

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

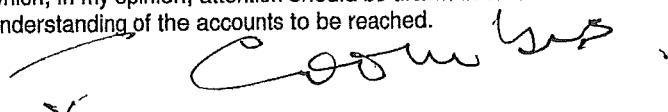
Basis of Independent examiner's statement

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

28 September 2021

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Income and expenditure account
for the year ended 31 December 2020

	2020	2019
	£	£
Income	50,508	36,066
Expenditure		
Wages, salaries and other staff costs	20,652	20,525
Travelling expenses	-	42
Rent, rates, power and insurance costs	9,244	12,873
Maintenance and renewals of property and equipment	2,552	2,153
Telephone, stationery and other office costs	2,068	2,863
Accountancy, legal and other professional fees	300	554
Depreciation and loss/(profit) on asset disposal	108	133
Other expenses	-	412
	<u>34,924</u>	<u>39,555</u>
Income excess/(expenditure excess)	<u>15,584</u>	<u>(3,489)</u>

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Balance Sheet
as at 31 December 2020

	Notes	2020 £	2019 £
Fixed assets			
Buildings and equipment	1	15,396	15,505
Current assets			
Debtors		2,682	1,329
Bank balance - HSBC		31,556	17,329
Till floats		100	100
Petty cash		99	111
		<u>34,437</u>	<u>18,869</u>
Current liabilities			
Creditors		<u>1,882</u>	<u>2,008</u>
Net current assets		32,555	16,861
Net assets		<u>47,951</u>	<u>32,366</u>
General fund			
Balance at start of period		32,366	35,855
Income excess/((expenditure excess))		15,584	(3,489)
		<u>47,950</u>	<u>32,366</u>

The accounts were approved by the Trustees of the Hythe and Dibden Community Association on
17 September 2021

Graham Parkes, Chairman

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2020

1 Income and Expenditure Account

	2020		2019
	£		£
Income			
Rents receivable	14,117		31,697
Membership	952		1,124
Books	-		201
Business Support grant	25,000		-
Job retention scheme	9,528		-
	<u>49,597</u>		<u>33,022</u>
Kitchen	1,011	4,171	
Less: Expenditure	<u>(100)</u>	<u>(1,127)</u>	
	911		3,044
Interest receivable	-		-
	<u>50,508</u>		<u>36,066</u>
Expenditure			
Wages, salaries and other staff costs			
Wages Office manager	7,845	7,842	
	7,845		7,842
Cleaners and hygiene	12,807		12,659
Warden's fees	-		24
	<u>20,652</u>		<u>20,525</u>
Travel and subsistence			
Travel and subsistence	-		42
Rent, water, power and insurance costs			
Ground rents	2,220		2,220
Water and sewerage	724		1,180
Electricity	1,729		3,591
Gas	1,411		2,778
Insurance	3,005		2,953
TV licence	155		151
	<u>9,244</u>		<u>12,873</u>
Maintenance and renewals of property and equipment			
Building maintenance and Safety	2,160	1,867	
Less: charged PAT testing & Ins claim	<u>(12)</u>	<u>(11)</u>	
	2,148		1,856
Cleaning materials	477	414	
Less; charged to J & J	<u>(73)</u>	<u>(117)</u>	
	404		297
	<u>2,552</u>		<u>2,153</u>

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2020

Telephone, stationery and other office costs			
Telephone	1,383	1,409	
			1,409
		1,383	1,383
Internet		86	86
Office consumables	129	338	
		129	338
Copier costs	683	1,636	
Less: income	<u>(213)</u>	<u>(606)</u>	
	470		1,030
			-
	<u>2,068</u>		<u>2,863</u>
Accountancy, legal and other professional fees			
Accountants fees		300	300
Other legal and professional		-	254
		<u>300</u>	<u>554</u>
Depreciation and loss/(profit) on asset disposals			
Depreciation		<u>108</u>	<u>133</u>
Other expenses			
Social and Christmas decorations		-	65
Sundry expenses		-	347
		<u>-</u>	<u>412</u>

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2020

1 Buildings and office equipment

	New building	Building & office equipment	Total
	£	£	£
Cost			
At 1 January 2020	533,279	33,440	566,719
Less: Grant	(517,923)		(517,923)
Disposals	-	-	-
At 31 December 2020	<u>15,356</u>	<u>33,440</u>	<u>48,796</u>
Depreciation			
At 1 January 2020	-	33,292	33,292
Charge for the year	-	108	108
On disposals	-	-	-
At 31 December 2020	<u>-</u>	<u>33,400</u>	<u>33,400</u>
Net book value			
At 31 December 2020	<u>15,356</u>	<u>40</u>	<u>15,396</u>
At 31 December 2019	<u>15,356</u>	<u>148</u>	<u>15,504</u>

HYPHE AND DIBDEN COMMUNITY ASSOCIATION

Accounts

31 December 2020

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 2020

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

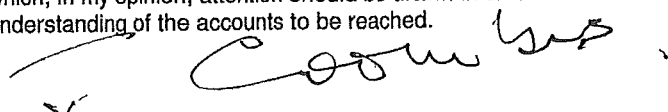
Basis of Independent examiner's statement

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

28 September 2021

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Income and expenditure account
for the year ended 31 December 2020

	2020	2019
	£	£
Income	50,508	36,066
Expenditure		
Wages, salaries and other staff costs	20,652	20,525
Travelling expenses	-	42
Rent, rates, power and insurance costs	9,244	12,873
Maintenance and renewals of property and equipment	2,552	2,153
Telephone, stationery and other office costs	2,068	2,863
Accountancy, legal and other professional fees	300	554
Depreciation and loss/(profit) on asset disposal	108	133
Other expenses	-	412
	<u>34,924</u>	<u>39,555</u>
Income excess/(expenditure excess)	<u>15,584</u>	<u>(3,489)</u>

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Balance Sheet
as at 31 December 2020

	Notes	2020 £	2019 £
Fixed assets			
Buildings and equipment	1	15,396	15,505
Current assets			
Debtors		2,682	1,329
Bank balance - HSBC		31,556	17,329
Till floats		100	100
Petty cash		99	111
		<u>34,437</u>	<u>18,869</u>
Current liabilities			
Creditors		<u>1,882</u>	<u>2,008</u>
Net current assets		32,555	16,861
Net assets		<u>47,951</u>	<u>32,366</u>
General fund			
Balance at start of period		32,366	35,855
Income excess/((expenditure excess))		15,584	(3,489)
		<u>47,950</u>	<u>32,366</u>

The accounts were approved by the Trustees of the Hythe and Dibden Community Association on
17 September 2021

Graham Parkes, Chairman

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2020

1 Income and Expenditure Account

	2020		2019
	£		£
Income			
Rents receivable	14,117		31,697
Membership	952		1,124
Books	-		201
Business Support grant	25,000		-
Job retention scheme	9,528		-
	<u>49,597</u>		<u>33,022</u>
Kitchen	1,011	4,171	
Less: Expenditure	<u>(100)</u>	<u>(1,127)</u>	
	911		3,044
Interest receivable	-		-
	<u>50,508</u>		<u>36,066</u>
Expenditure			
Wages, salaries and other staff costs			
Wages Office manager	7,845	7,842	
	7,845		7,842
Cleaners and hygiene	12,807		12,659
Warden's fees	-		24
	<u>20,652</u>		<u>20,525</u>
Travel and subsistence			
Travel and subsistence	-		42
Rent, water, power and insurance costs			
Ground rents	2,220		2,220
Water and sewerage	724		1,180
Electricity	1,729		3,591
Gas	1,411		2,778
Insurance	3,005		2,953
TV licence	155		151
	<u>9,244</u>		<u>12,873</u>
Maintenance and renewals of property and equipment			
Building maintenance and Safety	2,160	1,867	
Less: charged PAT testing & Ins claim	<u>(12)</u>	<u>(11)</u>	
	2,148		1,856
Cleaning materials	477	414	
Less; charged to J & J	<u>(73)</u>	<u>(117)</u>	
	404		297
	<u>2,552</u>		<u>2,153</u>

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2020

Telephone, stationery and other office costs

Telephone	1,383	1,409	
			1,409
			86
Internet		86	
Office consumables	129	338	
			338
			1,636
Copier costs	683	(606)	
Less: income	(213)		
	<u>470</u>	<u>1,030</u>	
			-
	<u>2,068</u>	<u>2,863</u>	

Accountancy, legal and other professional fees

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

Depreciation and loss/(profit) on asset disposals

Depreciation	<u>108</u>	<u>133</u>	
--------------	------------	------------	--

Other expenses

Social and Christmas decorations	-	65	
Sundry expenses	-	347	
	<u>-</u>	<u>412</u>	

HYTHE AND DIBDEN COMMUNITY ASSOCIATION
Notes to the Accounts
for the year ended 31 December 2020

1 Buildings and office equipment

	New building	Building & office equipment	Total
	£	£	£
Cost			
At 1 January 2020	533,279	33,440	566,719
Less: Grant	(517,923)		(517,923)
Disposals	-	-	-
At 31 December 2020	<u>15,356</u>	<u>33,440</u>	<u>48,796</u>
Depreciation			
At 1 January 2020	-	33,292	33,292
Charge for the year	-	108	108
On disposals	-	-	-
At 31 December 2020	<u>-</u>	<u>33,400</u>	<u>33,400</u>
Net book value			
At 31 December 2020	<u>15,356</u>	<u>40</u>	<u>15,396</u>
At 31 December 2019	<u>15,356</u>	<u>148</u>	<u>15,504</u>