



THE STACEY COMMUNITY ASSOCIATION

ANNUAL GENERAL MEETING 2022 REPORT

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Registered Charity No: 278364

welcoming our community in all that we do

THE STACEY COMMUNITY ASSOCIATION

ANNUAL GENERAL REPORT

Charity:	The Stacey Community Association
For the management of:	The Stacey Community Centre
Registered Charity No:	278364
Address:	The Stacey Community Centre Walsall Road Copnor Portsmouth Hampshire PO3 6DN
Telephone:	023 9261 7890
Email:	thestaceycentre@gmail.com
Website:	www.thestaceycentre.com
Trustees:	Lynda Bowley (Chair) Jenny Dobson Kim Medway Cllr Darren Sanders Cllr Lynne Stagg
Banking:	NatWest A/C: The Stacey Community Association A/C No: 97308455 Sort Code: 56-00-64
Independent Examiner:	Dawn Jones
Staff:	Teresa Newton (Centre Manager and Pre-School Co-ordinator) Georgina Rust (Admin & Accounts) Emily Newton (Cleaner) Phoebe Bowley (Cleaner) Reuben Key (Events Caretaker) Vicky Collins (Stacey Pre-School Manager) Marianna Pinnock (Stacey Pre-School Deputy) Natalie Pinnock (Practitioner) Justyna Lewandowski (Forest School Practitioner) Samantha Rayner (Practitioner) Louise Cox (Practitioner)



GOVERNING DOCUMENT

The Charity is governed by its constitution registered with The Charity Commission.

Tel: 0300 066 9197

<https://www.gov.uk/government/organisations/charity-commission#org-contacts>



Risk Management:

Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees therefore have in place appropriate policies and procedures for the effective operation of the Association.

“Identifying and managing the possible and probable risks that a charity may face over its working life is a key part of effective governance for charities of all sizes and complexity.

By managing risk effectively, trustees can help ensure that:

- *significant risks are known and monitored, enabling trustees to make informed decisions and take timely action*
- *the charity makes the most of opportunities and develops them with the confidence that any risks will be managed*
- *forward and strategic planning are improved*
- *the charity’s aims are achieved more successfully*
- *Reporting in its trustees’ annual report on the steps a charity has taken to manage risk helps to demonstrate the charity’s accountability to its stakeholders including beneficiaries, donors, funders, employees and the general public.”*

Charities and Risk Management (CC26)
Charity Commission website



STRUCTURE & MANAGEMENT

The building and grounds are the property of Portsmouth City Council who lease the premises in its entirety, inclusive of the adjacent gardens, ball court, grounds and car park to *The Stacey Community Association*, an independent volunteer management committee comprised of Trustees, to manage and operate the premises as a community centre for the local benefit.

Trustees currently number 5 in total, inclusive of 2 in number Portsmouth City Councillors, with nominations and voting for these roles, including Trustees with special responsibilities i.e. Chair, Treasurer, etc being held during the Annual General Meeting.

The Association holds eight committee meetings per year and holds an Annual General Meeting in December.

A Service Level Agreement exists between Portsmouth City Council and the Association which identifies the terms and apportioned responsibilities of repair and maintenance to the premises and grounds.

The Association is responsible for all aspects of the running of the community centre including, but not limited to:

- Providing venue rooms and spaces available for hire to all individuals and groups
- Providing opportunities for voluntary work
- Hosting activities that attract community interest
- Ensuring the community centre is run to all current legislation and that decisions are made in the best interests of the charity.

The Association employs the following employees and is responsible for paying their salaries and their contracts of employment, etc. but pay a monthly fee to Portsmouth City Council to facilitate the PAYE scheme to administer salaries. Staff include:

- a Centre Manager
- an Admin/Accounts Clerk (recently resigned)
- 2 x part time cleaners
- 1 x Caretaker for events
- 6 x Pre-School Staff

Additionally, a small team of reliable volunteers assist in day to day maintenance tasks and in hosting regular Stacey Centre Community and fund raising events throughout the year.

The office is staffed as follows:

Monday: 9am – 3pm
Tuesday – Thursday: 9am – 4pm
Friday: 9am – 12noon

The Stacey Pre-School operates from the premises during term time only and is open for 38 weeks of the year in line with PCC EY funding. Morning, Lunch, Afternoon and Full Day sessions are available. Sessions are available: Monday – Friday: 9am – 4pm



Our Mission:

Our mission is to promote, enable and facilitate inclusive activities, which embrace and address the education, training, employment, welfare, health, social, cultural and recreational needs of the local community. We aim to:

- Keep the building available, accessible and safe for the use of local people and others.
- Enable a range of social, welfare, educational, training, development and health activities to take place at the Centre which responds to the needs of local people.
- Provide access to advice and information for all sections of the community.
- Provide good quality services to users and tenants.
- Consult with the local community so that we keep up to date with local issues and where possible, advocate and support the local community.
- Be financially sustainable. Our Values: Excellence - SCA aims to provide 'excellent' services for the local community. We strive to achieve and maintain this level of quality in all of our work.
- Accountability - SCA is managed and run by local people and we are accountable and responsive to them at all times.
- Equality - SCA is committed to eliminating discrimination in the local community and works to provide space and support to activities which contribute to this.
- Financial Sustainability - SCA believes that stability of finance and excellence in management, are essential for the ongoing sustainability of the Centre.
- Mutual Respect - SCA will treat everyone involved and connected with the Centre with the respect they deserve.
- Dynamism - SCA will work with energy and dynamism and develop the Centre to represent and engage with the passion of Portsmouth's community



Chair's Report:

With the pandemic more under control and manageable for many of us, 2022 has seen a return to 'normality' for The Stacey Centre: restrictions being lifted has meant that private hires and hire groups have returned to the Centre and the past 12 months have been extremely busy.

Our achievements and successes this year include:

- Receiving a generous bequest of just under £13k
- Successful Ofsted registration as an Early Years provider, with The Stacey Pre-School opening in time for the start of the Summer Term 2022.
- The Stacey Pre-School cohort numbers increasing rapidly so that the Pre-School required the appointment of additional staff to fulfil the requested childcare hours and maintain Ofsted staffing ratios.
- Tilly Newton successfully applying for a *Business Resilience Grant* which was awarded in March in the sum of £9,971 to support purchases for the Pre-School, adaptations to the building, and to support staff training and creating new jobs.
- Installation of Mag lock security feature to the Main Hall doors so that the setting passed the Ofsted inspection.
- Purchase of much needed thermal blinds for the Upper Hall and Main Hall: the Upper Hall in particular has benefitted greatly from blinds being fitted to all windows to reduce room temperature and make the space more comfortable for hirers.
- Re-decoration of the Main Hall and the Lounge
- Construction of the Pre-School's dedicated Allotment, which was carried out by the Centre Manager during half term and is maintained by Lynn Collins and Carol Hill, two of our gardeners.
- Our free of charge community social events this year included: *Easter Egg Hunt & Craft Event* and *Halloween Trick or Treat event in the 'graveyard'* both of which were extremely well supported by the community.

Operationally, our Centre Manager, Tilly Newton, has done a wonderful job in managing the Centre without the support of our Admin staff member, Georgina Rust, who returned briefly following the end of her maternity leave, having since decided against remaining as a member of staff until her child is older. In the interim her duties have been taken on temporarily by myself with support from the Centre Manager.

Although disappointed that Church of Christ tendered their notice to terminate their hire and moved to a church venue more suited to host their services from July 2022, it has been gratifying that the Centre Manager has already managed to mitigate financial losses by initiating the morning Kids Bouncy Castle package on Saturday mornings and by hiring the Main Hall on Thursday evenings: these being previously hire by *Church of Christ*. The Thursday hire group is especially significant as it is a free community event for children and young people managed by Young Creatives.

The Centre Manager's successful canvassing of the Community also resulted in confirming 3 x new hirers to the Stacey Centre in 2022: Young Creatives, Ingeus Clinic and Portsmouth Cameroonians.

As we approach the start of 2023, I am extremely grateful to our community, our regular hire groups, our staff and my fellow trustees for their support of The Stacey Centre.

Most importantly I would like to thank our volunteers, without whom our charity would not be able to provide the excellent service levels that we do. Specifically, these are:

- Our regular Friday Club volunteers: Andra Bacanu, Scott Key, Reuben Key, Dawn Jones, Elliott Jackson, Robin Ward and Abigail David and Mel White for her many contributions to Lunch Club and willingness to support all Stacey community events.
- Tracey Jones (PCC Gardener) and the Wednesday morning Stacey Gardening volunteering team, without whom our grounds would not be as well maintained and cared for: Richard Allison, Eric Carter, Wesley Eaton, Susanna Fulston, Peta Mcinerney, Barbara Wyncoll, Gabriel Orihuela, and Linda
- With very special mentions also being due to Carol Hill, Lynn Collins and Tom Fox all of whom have managed and maintained the garden in addition to Wednesday Gardening Club and have gone out of their way to support the Pre-School with their endeavours in maintaining the Pre-School allotment so that the children gain the maximum benefit from the environment.

I would like to thank Dawn Jones for agreeing to act as Independent Examiner of the Accounts.

I would also like to thank our Community Centre advisor: Chris Richards, for her excellent advice throughout the year and our former Treasurer, Andy Smith, for his contribution in constructing our Pre-School resources and in his support of Lunch Club.

Finally, I would like to sincerely thank our Centre Manager, Tilly Newton, for her admirable management of both The Stacey Centre and of The Stacey Pre-School, for her continued support of myself and all our Trustees and for all of her efforts in ensuring that our community centre is a Centre for the Community.

Lynda Bowley

(Chair)

The Stacey Community Association

15.11.22



Treasurer's Report:

The Financial End of Year Accounts for year ending March 2022 are very encouraging, particularly as we should consider the significant expenses the Association committed to with the opening of The Stacey Pre-School, whilst also being grateful for the grants and donations that have been awarded this year.

Grants year ending March 2022:

Government Grants: £10,667

Furlough Grants: £7,136

Composting Grant Award: £2,990

Kickstarter Grant (inc. salary reimbursement): £3k + £2598 salary)

Business Resilience Grant: £9,971

Other Grants: £1,045

PCC Staffing Grant: £2,500

Total: £39,908

The Stacey Pre-School : £0 income generated

Although the intended opening was scheduled for January 2022, this was delayed in part due to the residual impact of Covid on Ofsted's ability to confirm inspectors to the local area. Fortunately our registration was granted in time to open on Monday 25 April 2022, following the Easter break. Therefore there is no revenue for year ending March 2022 attributable to the Stacey Pre-School.

Having employed 2 x Pre-School staff, this did however result in an additional expense of staff salary for the first four months of the year with no balancing income from fees that would have been generated by the Pre-School had it been open. This was a significant loss in turnover, although fortunately the Association was able to support this loss due to previously careful funds management, successful award of grant bids and revenue derived from participation in the Kickstarter Grant scheme.

With surplus annual Pre-School revenue previously projected at £17k (above Pre-School staff salaries) with the recently confirmed increased hours for Spring & Summer Terms 2023 and with the Autumn Term 2022 fees, this is now likely to be in excess of £20k across the three terms.

This means that the Pre-School has not only 'covered' the deficit in revenue that would have been previously due from the former nursery hirer, but has also increased the Association's turnover overall, providing 6 x jobs to the industry (with all staff being local to the area), and has provided the immediate community with a quality alternative EY setting in a diminishing market.

Private function hires: £3,926

For hirers with room use only.

Kids Bouncy Castle Party: £ 2,721

At this time only available for 2 x sessions on Saturday & Sunday afternoons 1.30pm-4.30pm @ £120. From July 2023 also available for Saturday mornings 10am – 1pm @ £100

Group Hire Fees: £37,840

Additional Expenses: The Centre Manager and Trustees have continued to spearhead much needed improvements to the premises including:

- Re-decoration to Main Hall and Lounge
- Purchase of thermal blinds to Upper Hall and Main Hall
- Purchase and installation of Maglock feature to Main Hall doors

Despite all of these substantial expenses, the Association's accounts for the year ending March 2022 and moving forward to year ending March 2023 remain robust.

For comparison, the Association's end of year accounts are as follows:

	y/e 2022	y/e 2021	y/e 2020	y/e 2019	y/e 2018
Income	53,660				
Grants & Donations	39,911				
Turnover Total:	93,571	60,580	59,120	58,923	56,996
Less Expenditure	66,006	41,113	53,118	56,812	55,544
Less Depreciation	6,228				
Surplus	21,337	19,467	6,002	2,111	1,452

Financial Outlook for 2023:

Group Hire: £ 48k

Private Function Hire: £ 10k

PCC Staffing Grant: £ 2.5k

Friday Club & Community Shop: £ 4.5k

Pre-School Revenue*: £ 86k

Total Turnover: £ 151k

Admin Expenses: £ 26k

Staffing Salaries**: £ 105k

Expenses: £131k

Annual Surplus***: £ 20k

Notes:

**Based on Academic Year 2022-2023*

***Assumes Admin Staff employed @ £7k p.a.*

**** Assumes no additional grant support*

Reserves Policy:

The Association confirms that it has retained approximately 3 months expenses (£ 9,500) to a reserves bank account.

Lynda Bowley

Acting Treasurer

The Stacey Community Association

15.11.22



Centre Manager's Report:

It was fantastic to be able to return to some form of normality this year. It was lovely to be able to see the return of all of our groups and see the centre lively and full of our regular community members, and also welcoming lots of new families to the centre with the opening of our new Community Pre-School.

I would like to thank all our fantastic volunteers for their continued support over the last year, and our Trustees who have supported me in my role as Manager.

We were sad to see our accounts administrator Georgina Rust leave as she has been a huge part of the Charity for over 6 years. Although it was completely understandable that she wanted to spend more time with her new baby.

I would like to thank Lynda Bowley our Chair for her unwavering commitment to the Charity. She has taken on Georgina's responsibilities and has gone above and beyond her duties as Chair.

Current Group Hirers:

Community Cycle Centre

The Community Cycle Centre have two large containers and a small office at the rear of the Stacey Centre. They meet every Saturday 10am – 2pm. The project takes in donations of old unwanted, unloved bikes and restores them back to health. These are given, in return for a small donation to cover costs to members of the public. They also repair bikes and carry out free safety checks to anyone who needs it. The organisation is run and managed by volunteers and is supported by donations.

The Community Gardeners

The Community Gardeners have increased in numbers and we currently have a waiting list to join the group. They have been hugely busy keeping the Orchard well maintained and also creating a small allotment for the children to enjoy.

We have also planted over 60 small trees in an unused area which we hope will create a fruiting hedge for the local wildlife with the help of the volunteers at Portsmouth Tree Council.

Kinetic Dance Academy

Kinetic Dance Academy hold various classes at the Stacey Centre including multiple dance styles, ISTD syllabus, acrobatic arts, clubbercise, fitness, hen & princess parties. They have been a regular group at the centre for over six years now and have really made the centre their home.

Victory Dog Training

Victory dogs provide puppy training classes and obedience training for dogs meeting on Sunday evenings.

Weight Watchers

Lead by Faye Pumfrey offering weekly health & wellbeing workshops.

Winners Church Portsmouth:

Winners Church meet several times over the week for worship services and to hold choir practices.

Enable Ability:

The Specialist Playscheme operates at a variety of venues and is part-funded by Portsmouth City Council. It is specifically for children living within Portsmouth postcodes PO1 to PO6 who have been diagnosed with severe physical disabilities, severe learning difficulties or autism. The service addresses the needs of children who require a 1:1 supervision ratio or higher and which cannot be accommodated on other playschemes. The service operates throughout the 13 weeks school holidays and has exclusive use of the centre from 8am until 4pm during all school holidays.

Moneyfields Boxing

Moneyfields Boxing Club provide a fantastic service for children and young adults and meet at the centre on Monday, Wednesday and Friday evenings. It is now their second year at the centre and we really hope they will continue calling the centre their home once the Moneyfields site is operational again.

Explore & More Forest School

Explore & More Forest School's child-led sessions aim to allow children to follow their own interests and develop at their own speed. Our holistic approach offers children, and their parents, a unique experience where they can explore and learn in a natural setting. Children will gain physical, emotional and social skills and an understanding of the natural world around them. They meet in our Organic Orchard every Friday morning.

Yoga with Jo

Jo teaches yoga and meditation on a Friday morning in our upper hall, everyone is welcome at the class and it is suitable for all abilities.

Portsmouth Cameroonians

The Portsmouth Cameroonians continue to hold their meetings with us on a monthly basis. We have enjoyed hosting their meetings.

Community Social Events & Fun Days 2022:

It was great to be able to hold our regular community fun days again. Our Easter Egg hunt was a huge success, and our Halloween Trick or Treat event was busier than we could have imagined. Seeing local families enjoy the free fun event was fantastic.

This year has been a huge success with the opening the Pre-School just after Easter. This was very challenging as the Association became Ofsted registered providers, but has been worth every second as we have created an early years education setting that benefits over 30 families – with our numbers still growing! Our staff have all been amazing and it has been a real joy to see the setting develop and grow.

I am looking forward to the year ahead and hope that our Community Centre will continue growing and providing a support to local families and members of our surrounding community.

Tilly Newton

Centre Manager

The Stacey Community Centre

10.11.22



Financial Report:

- Copy of Profit & Loss Accounts y/e March 2022
- Copy of Balance Sheet y/e March 2022
- Copy of Independent Examiner's Report

The Stacey Community Association Responsibilities of the Trustees

The Charity's Trustees are responsible for the preparation of the accounts. The charity is entitled to exemption from Audit under section 145 of the Charities Act 2011, however an independent examiners report is required.

The Trustees acknowledge their responsibilities for

a) Ensuring that the charity keeps proper accounting records in accordance with Section 130 of the Act.

b) Preparing financial statements that give a true and fair view of the financial health of the charity at the end of the financial year and of its income and expenditure for the year.

The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005 and present their report with the financial statements of the charity for the year ended 31 March 2020.

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
THE STACEY COMMUNITY ASSOCIATION

I report on the accounts of the above charity for the year ending 31st March 2022, which are set out on the following page.

Respective responsibilities of trustee and examiner:

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply.

It is my responsibility to state, in the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether, particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view by the accounts.

Independent Examiners 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 41 of the Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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.

Signed: *D. Jones*

Dawn Jones

Stacey Community Association - Accounting Year 2021/22

PROFIT & LOSS

	Debit	Credit
Turnover		53,660.00
Grants & Donations		-
Group Hire		37,840.00
Private Function Hire		3,926.00
Friday Club		3,143.00
Lunch Club		1,097.00
After Hire Cleaning Fee		265.00
Room Security Deposit		1,625.00
Kids Bouncy Castle Party		2,721.00
Easter Egg Hunt 10am		42.00
Re-Charges to Hirers for damage or costs incurred		3,000.00
add Other Income		39,911.00
Interest Received		2.00
Grant Income		39,909.00
less Cost of Sales	2,596.00	
Cost of Sales: Friday Club & Lunch Club	2,596.00	
less Administration Expenses	29,176.00	
Gas & Electric	6,589.00	
Water	280.00	
Waste Removal	2,894.00	
Cleaning & Janitorial Supplies	2,436.00	
Building Repairs & Maintenance	700.00	
Gift Purchase	82.00	
Pre-School Expenses	6,219.00	
Rates	314.00	
Web Hosting	188.00	
Internet & Telephone	1,743.00	
Stationery	1,077.00	
Sundries	3,400.00	
Accommodation and Meals	78.00	
Advertising and Promotion	459.00	
Legal and Professional Fees	421.00	
Books and Journals	72.00	
Subscriptions	473.00	
Bank/Finance Charges	719.00	
Insurance	944.00	
Petrol expenses	87.00	
less Staff Costs	34,234.00	
Staff Salary (Gross Payroll)	30,738.00	
Staff Uniform	180.00	
Staff Training	2,203.00	

Pension (Personal/Stakeholder)	1,112.00	
less Depreciation	6,227.00	
Depreciation Charge	6,227.00	
Operating Profit		21,337.00
less Drawings		-
less Profit & Loss journal entries		-
Retained Profit this period:		21,337.00
Retained Profit brought forward:		37,297.00
Distributable Reserves / Retained Profit carried forward:		58,634.00

Stacey Community Association - Accounting Year 2021/22

BALANCE SHEET

Capital Assets

Computer Equipment Brought Forward	599.00	
Fixtures and Fittings Brought Forward	11,244.00	
Computer Equipment Purchase	662.00	
Fixtures and Fittings Purchase	5,749.00	
Other Capital Asset Purchase	1,633.00	
Stacey Preschool - start up Purchase	9,476.00	
Computer Equipment Depreciation Brought Forward	200.00	
Fixtures and Fittings Depreciation Brought Forward	2,249.00	
Computer Equipment Depreciation In Year	393.00	
Fixtures and Fittings Depreciation In Year	3,421.00	
Other Capital Asset Depreciation	343.00	
Stacey Preschool - start up Depreciation In Year	2,071.00	
Net Book Value	20,688.00	

Current Assets

	51,207.00	
Trade Debtors	2,074.00	
Bank Account: Stacey Community Association Business Account	39,627.00	
Bank Account: STACEY COMMUNIT CL	9,507.00	

less Current Liabilities

		13,260.00
Bank Account: Business Term Loan		13,260.00

Net Current Assets

	37,947.00	
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Total Assets	58,634.00	
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Retained Profit		58,634.00
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Total Owner's Equity		58,634.00
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