



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	April	2015		30th	June	2016

## Section A Reference and administration details

**Charity name** Hurstbourne Tarrant Community Centre

**Other names charity is known by**

**Registered charity number (if any)** 1156307

**Charity's principal address** Swift House, Church Street

Hurstbourne Tarrant

Andover Hants

**Postcode**

SP11 0AX

### 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 Maria Wright	Secretary		
3	Mrs Ann Nash	Treasurer		
4	Mr Andrew Russell			
5	Mrs Dinah Murdoch		Until 02/01/16	
6	Mr David Sullivan			
7	Mrs Alison Willis			
8	Mrs Elizabeth Allinson		From 26/01/16	
9	Mr Brynley Evans		From 26/01/16	
10	Dr Andrew Watson		From 26/01/16	
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)**

--

## 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.

--

## 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)**

<p>In essence, the main activities undertaken between 1<sup>st</sup> April 2015 and 30<sup>th</sup> June 2016 were:</p> <ul style="list-style-type: none"> <li>• Continuing to manage the building project through to completion, liaising closely with our Contract Administrator who was responsible for certifying at each stage of the building process that the work has been completed in accordance with the contract and also providing the required CDM (health and safety compliance) services.</li> <li>• Commissioning, furnishing and equipping the completed building, and implementing the landscaping plan as approved by Test Valley Borough Council.</li> <li>• Organising a village event to celebrate the opening of the new Community Centre.</li> <li>• Putting in place the necessary organisational arrangements and systems for the ongoing management and operation of the Centre.</li> <li>• Marketing the facilities of the new Centre, including the development of a new web site.</li> <li>• With effect from 1<sup>st</sup> July 2015, managing all operational aspects of the new building.</li> <li>• Spearheading fund-raising efforts to build up further operating reserves.</li> <li>• Continuing to undertake a wide range of activities to foster further user / volunteer engagement and two-way communications – within the village and with wider stakeholders.</li> </ul> <p>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.</p> <p>(See also Section D below on main achievements during the year).</p>
--

**Additional details of objectives and activities (Optional information)**

<p>You <b>may choose</b> to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• policy programme related investment;</li> <li>• contribution made by volunteers.</li> </ul>	
---	--

**Summary of the main achievements of the charity during the year**

In summary, the main achievements of the charity between 1<sup>st</sup> April 2015 and 30<sup>th</sup> June, 2016 were:

- Building works on the construction of the new Community Centre were completed - on time and on budget.
- The final capital grant funding contributions awarded the previous year were received following our successful achievement of agreed key milestones leading up to the completion of the building project; and the remaining balance of our bridging loan was repaid in accordance with the agreed terms, at the end of May, 2015.
- Further funding contributions towards the cost of equipment, furniture and fittings and landscaping for the new Centre were secured through fundraising activities, local private donations and additional capital grants.
- Commissioning of the new building, landscaping works and the installation of all equipment, furniture and fittings was completed on time in June 2015.
- An extremely well attended village event to celebrate and mark the official opening of the new Community Centre was held on 21<sup>st</sup> June, 2015. As well as publicising the event widely, personal invitations to the event were delivered to every resident of the parish as well as to many wider stakeholders, including parish, borough and county councilors and representatives of grant bodies.
- In its first year of 'trading' - starting on 1<sup>st</sup> July 2015 - the Centre has already proved to be a highly popular community venue for a wide variety of regular classes and activities as well as an extensive range of private and village events.
- As at the financial period end date of 30<sup>th</sup> June, 2016, some 7,200 people had used the Centre in its first year of operation (including 'repeat business') against our original target figure of approximately 2,500. Of these, around 70% were local users and 30% were users from neighbouring areas.
- Financially, it has been a very successful first year of operation, with income and expenditure on target, and reserve funds set aside.
- A sound management structure has been well established with clearly defined responsibilities to ensure that each of the operational management roles are carried out effectively. The key roles are:
  - Financial management
  - Communications & marketing
  - Booking management
  - Business administration
  - Building maintenance
  - Health & safety.
- We have continued to undertake a wide range of activities to foster further user / volunteer engagement and two-way communications. For example, we have worked closely with the Parish Council and local user groups to review progress, encourage feedback, suggestions and ideas; we continue to provide regular monthly reports to the local community and wider stakeholders; and every user of the Centre is asked for feedback – about their experience in using the Centre, the booking process, ideas for improvement and so on.

## 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:

Hampshire County Council	£75,000
Winchester Diocese	£15,000
The Band Trust	£5,000
The Bernard Sunley Charitable Foundation	£5,000
Trusthouse Charitable Foundation	£2,500
Private Donations	£8,953
Gift Aid	£2,082
Fund Raising	£6,921

The grants from Hampshire County Council and Winchester Diocese were final payments made in accordance with our achievement of agreed key milestones leading up to the completion of building works in June 2015.

## Section F

## Other optional information

The trustees agreed to change the financial period end date to 30<sup>th</sup> June to bring it in line with the first year of trading. This was notified to the Charity Commission.

## 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 24<sup>th</sup> October, 2016



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	
	01/04/2015		30/06/2016	

## 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	125,588	2,947	-	128,535	506,258
Fundraising events	11,941	-	-	11,941	11,972
Interest	756	-	-	756	2,529
Hire of hall & equipment	11,895	-	-	11,895	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>150,181</b>	<b>2,947</b>	<b>-</b>	<b>153,127</b>	<b>520,759</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>150,181</b>	<b>2,947</b>	<b>-</b>	<b>153,127</b>	<b>520,759</b>
<b>A3 Payments</b>					
Cost of fundraising events	3,871	1,150	-	5,020	2,301
Repairs & Maintenance	4,533	-	-	4,533	-
Light and heating	2,608	-	-	2,608	-
Water and sewerage	717	-	-	717	-
Insurance	1,894	-	-	1,894	573
Telephone & internet	352	-	-	352	-
Admin costs	1,093	-	-	1,093	9,002
Bank & loan interest & charges	1,038	-	-	1,038	-
	-	-	-	-	-
<b>Sub total</b>	<b>16,106</b>	<b>1,150</b>	<b>-</b>	<b>17,256</b>	<b>11,876</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Purchase of fixed assets	209,410	1,797	-	211,207	369,909
Loan repaid to external funder	15,000	-	-	15,000	-
<b>Sub total</b>	<b>224,410</b>	<b>1,797</b>	<b>-</b>	<b>226,207</b>	<b>369,909</b>
<b>Total payments</b>	<b>240,516</b>	<b>2,947</b>	<b>-</b>	<b>243,462</b>	<b>381,785</b>
<b>Net of receipts/(payments)</b>	<b>- 90,335</b>	<b>-</b>	<b>-</b>	<b>- 90,335</b>	<b>138,974</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>138,974</b>	<b>-</b>	<b>-</b>	<b>138,974</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>48,639</b>	<b>-</b>	<b>-</b>	<b>48,639</b>	<b>138,974</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 £
<b>B1 Cash funds</b>	Deposit A/c	44,905	-	-
	Current A/C	3,734	-	-
	Cash	-	-	-
	<b>Total cash funds</b>		48,639	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Community Hall	General	567,799	-
	Furniture, Fixtures & Fittings	General	13,317	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Susan Hoare		
		Ann Nash		



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Hurstbourne Tarrant Community Centre

On accounts for the year  
ended

30 June 2016

Charity no  
(if any)

1156307

Set out on pages

1

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 ~~(other than that disclosed below\*)~~

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 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

18 September 2016

Name:

John Robinson

Relevant professional  
qualification(s) or body  
(if any):

Address:

20 Rooksbury Road, ANDOVER SP10 2LW