

# BANSTEAD COMMUNITY ASSOCIATION

Registered Charity No. 304970

## **Trustees Annual Report for the year ending 31st December 2016**

### Constitutional matters

The Trustees present this 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.

### Community Activities

The main users of the hall cover a broad range of activities such as dance classes for children and adults, playgroup, whist, furnishing classes, music appreciation classes, fitness classes, badminton, indoor bowls, 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. 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. In the view of the Trustees it continues to provide a considerable broad spectrum public benefit to the local residents.

A calendar of current events appears on our bookings diary displayed each month in the Hall foyer, and is summarised in each edition of our Newsletter to members which has been improved to allow users to promote their activities. Furthermore a list of current regular users is also displayed indicating a vibrant community facility very well used. Though the Hall is well booked, we continue to endeavour to extend the range of activities.

The 35<sup>th</sup> Banstead Combined Charities Christmas Event was held under our auspices in October. The participating charities raised just over £4,000 for their activities and we look forward to continuing success with this locally important annual event.

With three booking sessions per day, a 365-day year produces 1095 sessions available for each of the three locations; Main Hall, Mead Room and Collett Room.

The Main Hall achieved 79% occupation similar to the 2015 level. The Main Hall remains available for non-regular bookings on Saturdays, Monday afternoons, some Friday evenings and some Wednesdays. The Mead and Collett meeting rooms achieved satisfactory bookings, both separately and in conjunction with the Main Hall. These Meeting rooms are available for occasional or regular bookings.

#### 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, and plans are in hand to consider installing a dishwasher and new rear doors in 2017.

However, future investment will have to take note of the Reigate and Banstead Council Development Management Plan, currently under consultation, in which the Council proposes to redevelop our site for housing at some time after 2023

#### Financial Report

Hall-hire income, subject to rate adjustment for inflation, remained broadly consistent with the previous year and general maintenance and administration expenses were within budget. After the 'other' income

we incurred an overall surplus of £6,253 (2015 surplus £946, 2014 surplus £1,111, 2013 deficit £5,074), The Income and Expenditure Account and Balance Sheet indicate our financial situation in detail. (Appendix A) The Accounts and Balance Sheet are independently examined in accordance with the Charity Commission requirements and Appendix A contains the Examiner's Report.

#### Summary

The Association continues to serve established sectors of the community and continues its efforts to broaden the scope of membership. 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.

In 2016 the number of wedding and family receptions increased but unfortunately the Art tuition class and the Yoga class both left us to be replaced by a Whist group, a music appreciation group, Conroy Line Dancing, 808 Dance School and a new Yoga class.

Our key personnel remain in place and overall number of Trustees who served during the year was 24. A list of those serving during 2016 is attached at Appendix B.

This Trustees' Report has been approved at the Annual General Meeting of the BCA on \_\_\_\_\_ and is signed on behalf of the Trustees by:

Michael Cartwright Chairman

Kenneth Bowers Treasurer

## Schedule A

**BANSTEAD COMMUNITY ASSOCIATION****BALANCE SHEET AS AT 31<sup>ST</sup> DECEMBER 2016**

	<u>2016</u>		<u>2015</u>	
<b><u>FIXED ASSETS</u></b>				
<b><u>Community Hall</u></b>				
Cost to date	97,217		97,217	
Less grants received	59,750	37,467	59,750	37,467
	_____		_____	
<b><u>CURRENT ASSETS</u></b>				
Cash at Bank	20,680		8,958	
Scottish Widows	50,000		50,000	
National Savings Income Bonds	10,000		10,000	
500 Club	482		426	
BCCCE	247		209	
	_____		_____	
	81,409		69,593	
<b><u>CURRENT LIABILITIES</u></b>				
Prize reserve - 500 Club	(482)		(426)	
BCCCE	(247)		(209)	
Creditors	(10,173)		(4,704)	
	_____		_____	
		70,507		64,254
		_____		_____
		£107,974		£101,721
		_____		_____
<b><u>ACCUMULATED FUND</u></b>				
Balance at 01.01.16		69,221		68,275
Surplus for the year		6,253		946
		_____		_____
		75,474		69,221
Renovation Reserve		32,500		32,500
		_____		_____
		£107,974		£101,721
		_____		_____

**BANSTEAD COMMUNITY ASSOCIATION**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31ST DECEMBER 2016**

	<b><u>2016</u></b>	<b><u>2015</u></b>
<b><u>INCOME</u></b>		
Hiring Fees	45,914	45,558
Interest Received	134	145
Donations	1,638	1,011
Subscriptions & Fees	705	956
500 Club	340	360
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	48,731	48,030
 <b><u>EXPENSES</u></b>		
Rent	160	160
Rates	1,773	1,709
Energy	4,490	2,508
Insurance	1,996	1,933
Telephone, Postage & Printing	486	484
Hall Running	8,477	9,886
Hall Repair	8,820	14,206
Wages & Statutory Contributions	16,176	16,098
Accountants Fee	100	100
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	42,478	47,084
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Surplus for the year	£6,253	£946
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**BANSTEAD COMMUNITY ASSOCIATION**

**ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2016**

**INDEPENDENT ACCOUNTANT AND EXAMINER'S**

**REPORT ON THE ACCOUNTS**

The Charity's Trustees are responsible for seeing that the Accounts are prepared and that in their opinion the Audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is our responsibility to state that on the basis of the procedures specified in the General Directions applied by the Charity Commissioners under section 43(7) whether particular matters have come to our attention.

During the Preparation of the Accounts and examination of the Charity's records, which we have carried out in accordance with the Charity Commissioners directions, we have found no unusual items, which require disclosure. The procedures undertaken do not provide all the evidence that might be required in an audit, and we do not express an audit opinion on the Accounts.

In connection with our examination, no matter has come to our attention which gives us cause to believe that in any material respect the requirements to keep records in accordance with section 41 of that act has not been met. We have prepared Accounts in accordance with both the accounting records and requirements of the said act and in our opinion there are no particular matters on which attention is required to understand the Accounts.

**19 Pine Close  
Epsom  
Surrey  
KT19 8FN**

**Beales & Co  
Chartered Accountants**

**01 March 2017**

## Schedule B

Trustees who served in the year 2016

### SERVED FOR THE WHOLE YEAR

Michael Cartwright  
Roger Stamp  
Ken Bowers  
Tony Allen  
Barbara Belcher  
Diana Bowes  
Faith Collins  
Malcolm Cunnings  
Anne Ford  
Fred Gillespie  
Elaine Hopkinson  
Leslie Huitson  
Richard Hughes  
Maurice Owen  
David Peterken  
Ken Preece  
Jean Seagrave  
Moira Seaton  
Sam Walsh

### RESIGNED OR DIED DURING THE YEAR

Phillippa Capewell	March
Shirley Conacher	September
Pam Parker	September
Geoff Stevens	December

### APPOINTED DURING THE YEAR

Alan Frost	September
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