

**Report of the Executive Committee  
presented to the  
Hythe & Dibden Community Association  
at its Annual General Meeting  
held at the Community Centre, Hythe,  
on Thursday 18th May 2017**

Sadly I have again to report that our net differential between income and expenditure is still in deficit. Up to now we have been able to use our reserves to solve the situation but we have now reached a point where our reserves have reached the minimum level that we require to function and still have a reserve for emergencies. For the Community Centre to continue to function, as we wish it to, and be not only viable but produce a surplus it is imperative that the situation is reversed.

### **Financial Report Year 2016**

A copy of the accounts is available to all members in the Association Office and a copy of the balance sheet has been made available with the agenda for this meeting.

### **Hall & Room Hire**

Rents for 2016 were £25,947, a rise of 2.1% but when the new rates for the year are taken into consideration it is in reality a drop of 2% in occupancy. This drop was caused in particular because one member group reduced its weekly occupancy from a hall to a room. This was mainly due to the number of members in the group reducing which is a visible trend in many of the groups which also has a knock on effect in that revenue from memberships also reduces. The remainder of the drop was caused by a slight variation in commercial use.

### **Kitchen Takings**

Kitchen receipts have also dropped which again is linked to the smaller size of membership in groups. The reduction was 1.9% but fortunately our expenditure was less leaving us with an income of £3,543 an increase on last year of 6.4%. It should be possible to increase this as we have an excellent facility not only for members but also for non-members to drop in.

## **Membership**

Membership for last year sadly dropped from the previous years' 402 to 328. This as I have already mentioned is due to reducing group sizes. For example Waterside Art Group reduced in numbers by 20% whilst the U3A Singers reduced by 25%.

The previously reported malaise in our national society where the average age of members within social and recreational groups is increasing one year per year with a concomitant loss of members through age still continues to concern us. The reduction in size of groups means that they either close or transfer to smaller rooms with a commensurate loss of revenue to the Centre.

We must look to the groups to actively promote themselves and thus increase their membership whilst offering every help that we can to amplify that proportion through our website and use of facebook.

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. As members will be aware our WiFi connection is available to hirers in the Centre. This facility is starting to help us to gain new commercial hirers. Only a little in 2016 but the trend is continuing to rise this year. It is proposed that we make the connection available to users of the Café, and while we have concerns about the tables being monopolised by tablet and other users, we will monitor and manage the situation. 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.

## **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. One unfortunate aspect of the reporting period is that through Government intervention our wages were forced up by a disproportionate percentage to meet the new legislated levels. The year's wage bill rose by 7.2%.

## **The Community Centre Building**

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. We have had no major expenses during the year

## **Direct Services**

### **Hythe & Dibden Community Association Minibuses.**

As you are aware the minibus service is run by a subsection of the Association and its finances are held completely separate from the main accounts. During the year we continued to run the two minibuses and ended the year with a loss of just over £2,000. This was mainly due to necessary repairs to keep the minibuses running. We had intended to continue providing the service whilst we could keep running and maintenance costs within income but have decided that we have reached the point where we can maintain the service to our customers with one minibus. We will therefore be selling the older one in the next couple of months before the insurance becomes due.

## **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. While it is acknowledged that the 4 sessions a month do not meet the demand, Age Concern New Forest will expand the service if they are able to find the additional funding and staff.

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 foot fall and revenues. However, competition

with the increased accommodation being supplied by churches and the local authority in the area has precluded that from happening.

We still have the need to look to maximise the use of the building and are looking to the wider community for their ideas and help in this matter.

This is not as satisfactory a report as we would have liked to present but we would like to commend it to you for your adoption.

Graham Parkes, Chairman

**HYTHE AND DIBDEN COMMUNITY ASSOCIATION**

**Accounts**

**31 December 2016**



## **HYTHE AND DIBDEN COMMUNITY ASSOCIATION**

### **Independent examiner's report to the trustees on the unaudited accounts of the HYTHE AND DIBDEN COMMUNITY ASSOCIATION for the year ended 31 December 2016**

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

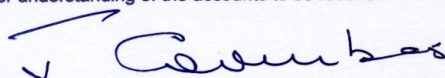
#### **Basis of independent examiner's statement**

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

18 May 2017

**HYTHE AND DIBDEN COMMUNITY ASSOCIATION**  
**Income and expenditure account**  
**for the year ended 31 December 2016**

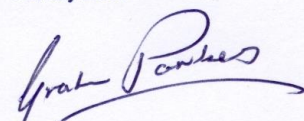
	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	30,919	30,484
 <b>Expenditure</b>		
Wages, salaries and other staff costs	18,015	16,806
Travelling expenses	42	62
Rent, rates, power and insurance costs	11,074	11,763
Maintenance and renewals of property and equipment	2,466	4,920
Telephone, stationery and other office costs	3,615	3,257
Accountancy, legal and other professional fees	250	250
Depreciation and loss/(profit) on asset disposal	1,304	1,238
Other expenses	184	85
	<hr/>	<hr/>
	36,950	38,381
 <b>Expenditure excess</b>	 <hr/>	 <hr/>
	(6,031)	(7,897)



**HYTHE AND DIBDEN COMMUNITY ASSOCIATION**  
**Balance Sheet**  
**as at 31 December 2016**

	Notes	2016 £	2015 £
<b>Fixed assets</b>			
Buildings and equipment	1	17,871	18,794
<b>Current assets</b>			
Debtors	837	845	
Bank balance - HSBC	22,569	27,345	
Till floats	80	80	
Petty cash	66	-	
	<u>23,552</u>	<u>28,270</u>	
<b>Current liabilities</b>			
Creditors	<u>794</u>	<u>404</u>	
<b>Net current assets</b>		22,758	27,866
<b>Net assets</b>		<u>40,629</u>	<u>46,660</u>
<b>General fund</b>			
Balance at start of period		46,660	54,495
(Expenditure excess)		(6,031)	(7,835)
		<u>40,629</u>	<u>46,660</u>

The accounts were approved by the Trustees of the Hythe and Dibden Community Association on  
18 May 2017



Graham Parkes, Chairman



**HYTHE AND DIBDEN COMMUNITY ASSOCIATION**  
**Notes to the Accounts**  
**for the year ended 31 December 2016**

**1 Income and Expenditure Account**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Rents receivable	25,947	25,417
Membership	1,308	1,600
Books	122	126
Donation	-	10
	<u>27,377</u>	<u>27,153</u>
Kitchen	4,625	4,715
Less: Expenditure	<u>(1,083)</u>	<u>(1,384)</u>
	3,542	3,331
Interest receivable	-	-
	<u>30,919</u>	<u>30,484</u>
<b>Expenditure</b>		
<b>Wages, salaries and other staff costs</b>		
Wages Office manager	7,245	6,599
Less: charge to minibuses	<u>(307)</u>	<u>(293)</u>
	6,938	6,306
Cleaners	11,017	10,452
Warden's fees	60	48
	<u>18,015</u>	<u>16,806</u>
<b>Travel and subsistence</b>		
Travel and subsistence	<u>42</u>	<u>62</u>
<b>Rent, water, power and insurance costs</b>		
Ground rents	2,220	2,220
Water and sewerage	806	941
Electricity	3,013	3,193
Gas	2,354	2,788
Insurance	2,535	2,475
TV licence	146	146
	<u>11,074</u>	<u>11,763</u>
<b>Maintenance and renewals of property and equipment</b>		
Building maintenance and Safety	1,988	4,727
Less: charged to J&J & Ins claim	<u>(18)</u>	<u>(482)</u>
	1,970	
Kitchen equipment	9	6
Cleaning materials	566	746
Less: charged to J & J	<u>(108)</u>	<u>(101)</u>
	458	645
Garden maintenance	29	24
	<u>2,466</u>	<u>4,920</u>

**HYTHE AND DIBDEN COMMUNITY ASSOCIATION**  
**Notes to the Accounts**  
**for the year ended 31 December 2016**

**Telephone, stationery and other office costs**

Telephone	1,663	1,834	
Less: income	<u>(1)</u>	<u>(11)</u>	
	1,662		1,823
Internet	36		62
Office consumables	73	160	
Less: charged to minibuses	<u>(22)</u>	<u>(20)</u>	
	51		140
Copier costs	2,250	2,293	
Less: income	<u>(384)</u>	<u>(1,061)</u>	
	1,866		1,232
	<u>3,615</u>		<u>3,257</u>

**Accountancy, legal and other professional fees**

Accountants fees	<u>250</u>	<u>250</u>	
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**Depreciation and loss/(profit) on asset disposals**

Depreciation	<u>1,304</u>	<u>1,238</u>	
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**Other expenses**

Social and Christmas decorations	46	65	
Sundry expenses	138	20	
	<u>184</u>	<u>85</u>	



**HYTHE AND DIBDEN COMMUNITY ASSOCIATION**  
**Notes to the Accounts**  
**for the year ended 31 December 2016**

**1 Buildings and office equipment**

	<b>New building</b>	<b>Building &amp; office equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 January 2016	533,279	32,865	566,144
Less: Grant	(517,923)		(517,923)
Additions		381	381
Disposals	-	-	-
At 31 December 2016	<u>15,356</u>	<u>33,246</u>	<u>48,602</u>
<b>Depreciation</b>			
At 1 January 2016	-	29,427	29,427
Charge for the year	-	1,304	1,304
On disposals	-	-	-
At 31 December 2016	<u>-</u>	<u>30,731</u>	<u>30,731</u>
<b>Net book value</b>			
At 31 December 2016	<u>15,356</u>	<u>2,515</u>	<u>17,871</u>
At 31 December 2015	<u>15,356</u>	<u>3,438</u>	<u>18,794</u>