

SEABROOKE RISE COMMUNITY ASSOCIATION
Registered Charity no. 1160237

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2017

Seabrooke Rise Community Association (SRCA) is a Charitable Incorporated Organisation, established to secure and manage a community centre for the benefit of the residents in the Grays Riverside Area. SRCA will advance education, recreation and leisure facilities to improve the quality of life for local people. The trustees consider that these activities meet the Charities Commission public benefit test.

Trustees of the SRCA are -

Mrs Elsie Clark
Mr Colin Kirby
Mr Martin Gerald Healy
Mrs Renae Laybourn
Mrs Johanna Allison
Mr Conner Watts
Miss Wendy Townsend
Miss Daisy Kirby
Mr Andrew Blakey
Mrs Helen Sefa
Ms Sherylee Lovell

Activities for the year ended 31st March 2017

For most of the year, SRCA was based at the bungalow, 169 Seabrooke Rise, trading as Grays Riverside Community Association. Despite the limited space at this venue, the organisation ran a twice-weekly lunch club throughout the year for elderly residents on the Seabrooke Rise estate.

New Building

After some negotiations and formalities, we signed the lease for the new building, Seabrooke Community Centre, on 1st February 2017 for a term of 35 years. In order to secure the lease we agreed to take full responsibility for maintenance and repair of the property. We fully moved into the property by the end of March 2017, with an understanding that some small snagging issues may still be pending.

Difficulties with the new building and equipment

It is apparent there are a number of ongoing snagging issues. Our Centre Manager has liaised with Thurrock Council and the contractors Wilmot Dixon and was reassured issues would be resolved however, it now appears Wilmot Dixon claim the snagging period has expired so not their responsibility. Unfortunately this appears to be the same reasoning given for other breakdowns of equipment. Their case is based on the fact the building had been finished more than a year prior to our occupation.

The accumulation of issues, and the difficulties and time required to try and get either the contractor or Wilmot Dixon to take responsibility, has significantly impacted on the activities of the charity and caused a loss of income and taken many hours of input.

Staffing

After receiving a grant from Riverside Community Big Local, a Centre Manager was appointed on a six month contract of 25 hours per week, starting on 1st February 2017. Thurrock Centre for Independent Living (TCIL) were engaged to carry out the payroll and HMRC reporting for SRCA for a small fee.

Activities in the Bungalow

The lunch club had unfortunately become quite low in attendance mainly due to the increasing frailties and age of the attendees. The Board has agreed to look at ways to increase awareness and attendance of this activity in the new Centre. The Board became aware that some of the events, which included catering were not well attended, subsequently leading to a loss of income and higher wastage than desired meaning the activities were making a loss. Measures have now been put in place to reduce wastage and alternative ways of purchasing supplies to reduce the costs.

Hiring Activities in the new Centre

We have secured regular income from a local catering company, using the kitchen facilities out of hours, although this has involved some initial outlay to provide equipment that was missing from the building, such as a chemical fire extinguisher.

With the issues ongoing with the building being unfit for purpose, we have been unable to fully open up the use of the facilities to everyone for hire. With the support of one local organisation, Thurrock Lifestyle Solutions (TLS), we have managed to work around some of the issues and raise some regular income to enable us to continue.

We plan to be able to start hiring the hall for events and parties as soon as possible.

Future Activities

We are now planning a Grand Opening for June 2017 with the expectation that the building is fully operational by then. The event will include refreshments, activities and VIP guests.

Accounts for year ended 31st March 2017

Unrestricted funds show a surplus of £18,730.87 (prior period deficit of £484.42). Charitable expenses are not covered by trading income and the charity at present relies on grant funding to cover its costs. During the year the charity received grants of £25,000 from Riverside Community Big Local and £240 from Thurrock Cake Emporium.

The Charity has had a few legal costs to cover since signing the lease. As part of the agreement to lease the premises SRCA were responsible for their own, and Thurrock Council's, legal costs. In order to register the lease with the Land Registry, SRCA have engaged the services of a solicitors firm to complete this.

SRCA has used the grant to purchase a number of items of initial equipment to help their activities and generate future income. Round tables and chairs were purchased for the hall. A cleaning machine for the hall floor was purchased in order to keep the premises in good order and reduce strain on volunteers.

The lack of cooperation by Thurrock Council to help resolve the snagging issues is causing pressure on the financial sustainability of the Centre. It is now clear there will be a need for further capital expenditure to make the building fit for purpose before we are able to significantly increase our hire income in 2017/18. We also need to change all the locks in the building to improve safety, which will be a significant cost.

Funding bids are being submitted to purchase equipment that will attract hirers and enable a variety of activities to take place. This includes cafe furniture, catering equipment, computer equipment, projectors, screen, coffee machine, photocopier etc.

Risk Areas and Risk Management

The reserves held at 31st March 2017 are sufficient to cover almost two year's regular activity costs. The main risks are health & safety of the public using the building and we have a contract with SCI to ensure we minimise risk as much as possible. We need to ensure all volunteers and staff are given appropriate training and induction.

Due to lack of experience of our Centre Manager and volunteers, it is essential to identify appropriate training and look for support where we can. We have joined RCCE in order to access support for managing a community building and both Chairperson and Centre Manager have attended some training. We have also received support and advice from The Big Local project worker to bring our accounts and governance in order. Processes have been put in place to ensure compliance with requirements. The Board has identified the need to seek further trustees and is looking to engage with more local people.

Since moving into the building, and discovering the issues with the snagging list, it is now necessary to review our business plan. The new business plan will need to focus on engaging with the community, securing further grant funding, and generating income from hiring and trading. The aim is to continue to employ the Centre Manager and add a caretaker and cleaner to the team.

The SRCA board includes individuals with financial management and administration skills, who are responsible for ensuring that adequate controls are in place for keeping accurate records and for safeguarding the future of the charity.

The board of trustees are confident that the community centre will become a viable busy facility in the heart of the community.

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Receipts and Payments Account for the year ended 31st March 2017

(prior period is for 14 months 23rd January 2015 to 31st March 2016)

	2016/17			2015/16
	Unrestricted	Restricted	£	£
RECEIPTS				
From Trading Activities				
Catering Takings	1915.00		1915.00	6121.62
Hall Hire	2440.00		2440.00	2422.00
	4355.00	0.00	4355.00	8543.62
From Voluntary Sources				
Grants	25240.00	0.00	25240.00	4449.75
Other				
Refund of Bank Charges	546.08		546.08	0.00
TOTAL RECEIPTS	30141.08	0.00	30141.08	12993.37
PAYMENTS				
Charitable Activities				
Catering costs	-2828.15		-2828.15	-5967.99
Honorarium	0.00		0.00	-2800.00
Salary	-2990.08		-2990.08	
Volunteer Expenses	-353.44		-353.44	-612.86
Lighting and Heating	-278.00		-278.00	-1450.77
Repairs and Renewals	-213.92		-213.92	-8.59
Cleaning Materials	-101.90		-101.90	-45.95
Licences	-145.50		-145.50	-396.72
Insurance	0.00		0.00	-297.19
	-6910.99	0.00	-6910.99	-11580.07
Administration of the charity				
Legal Costs	-1212.00		-1212.00	
Stationery and Postage	-37.10		-37.10	-28.70
Telephone and Internet	-25.99		-25.99	-367.01
Interest and Charges	-360.44		-360.44	-234.85
Donations	-5.00		-5.00	-10.00
Affiliation Fees	-60.00		-60.00	
Publicity				-7.00
On Assets				
Burglary Loss				-50.00
Fun Day				-1200.16
New Equipment	-2798.69		-2798.69	
TOTAL PAYMENTS	-11410.21	0.00	-11410.21	-13477.79
NET SURPLUS	18730.87	0.00	18730.87	-484.42
Balances Brought Forward	-395.69		-395.69	88.73
Balances Carried Forward	18335.18	0.00	18335.18	-395.69

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Statement of Assets and Liabilities at 31st March 2017

	2017	2016
MONETARY ASSETS		
Deposits and Bank Balances		
Bank Current Account	18139.03	54.85
Bank no 2 Account	0.00	-546.08
Petty Cash	196.15	95.54
	<u>18335.18</u>	<u>-395.69</u>
 Debtors		
Bank charges being challenged		546.08
 NON MONETARY ASSETS		
Tables and Chairs		
Kitchen Equipment		
Food Supplies		
Stationery		
Cleaning materials		