

BANSTEAD COMMUNITY ASSOCIATION

Registered Charity No. 304970

Trustees Annual Report for the year ending 31st December 2017

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, a 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.

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. The newsletter also allows 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.

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 78% occupation similar to the 2016 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.

The 36th 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. In addition, the Association supports the "Clean for the Queen" initiative helping volunteers clear litter from streets and parks. It also supports the Banstead in Bloom project through our garden. This will see Banstead entered for the Britain in Bloom competition.

In the view of the Trustees it continues to provide a considerable broad spectrum public benefit to the local residents, both from its main activity in running the Community Hall and from its support of the Combined Charities Christmas Event, Clean for the Queen and Banstead in Bloom.

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 the plans outlined last year in respect of installing a dishwasher to improve kitchen hygiene was completed in 2017 together with an update of the sound system. The new rear doors were progressed during the year and a deposit has been paid with installation in early 2018.

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

To meet the requirements of the Statement of Standard Accounting Practice we have been required to amortise the leasehold building over the residue of the lease.

Hall-hire income, subject to rate adjustment for inflation, remained broadly consistent with the previous year and reflects a growing use for children's parties, family parties and other activities. General maintenance and administration expenses were within budget. After the 'other' income we incurred an overall deficit of £2,498 (2016 £6,253, 2015 £946, 2014 £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. 2017 saw no changes in our principal users. Our key personnel remain in place and overall number of Trustees who served during the year was 23. A list of those serving during 2017 is attached at Appendix B.

This Trustees' Report has been approved at the Annual General Meeting of the BCA on 21st March 2018 and is signed on behalf of the Trustees by:

Michael Cartwright Chairman

Kenneth Bowers Treasurer

Appendix A**BANSTEAD COMMUNITY ASSOCIATION**
BALANCE SHEET AS AT 31 DECEMBER 2017

	<u>2017</u>	<u>2016</u>
<u>FIXED ASSETS</u>		
Community Hall		
Cost less grants	37,467	37,467
Amortisation	(5,352)	-
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	32,115	37,467
<u>CURRENT ASSETS</u>		
Cash at Bank	24,834	20,680
Scottish Widows	51,151	50,000
National Savings Income Bonds	10,000	10,000
500 Club	380	482
BCCCE	186	247
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	86,551	81,409
<u>CURRENT LIABILITIES</u>		
Prize reserve – 500 Club	(380)	(482)
BCCCE	(186)	(247)
Creditors	(12,624)	(10,173)
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	73,361	70,507
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	<u>£105,476</u>	<u>£107,974</u>
<u>ACCUMULATED FUND</u>		
Balance at 1 January 2017	75,474	69,221
Surplus for the year	(2,498)	6,253
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	72,976	75,474
Renovation reserve	32,500	32,500
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	<u>£105,476</u>	<u>£107,974</u>

BANSTEAD COMMUNITY ASSOCIATION
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2017

	<u>2017</u>	<u>2016</u>
<u>RECEIPTS</u>		
Hiring fees	53,082	45,914
Interest received	1,240	134
Donations	3,535	1,638
Subscriptions & Fees	1,051	705
500 Club	300	340
	59,208	48,731
<u>PAYMENTS</u>		
Rent	160	160
Rates	3,152	1,773
Energy	4,179	4,490
Insurance	1,996	1,996
Telephone, Postage & Printing	470	486
Hall Running	8,798	8,477
Hall Repair	21,043	8,820
Wages & Statutory Contributions	16,556	16,176
Depreciation	5,352	-
Accountants Fee	-	100
	61,706	42,478
	<u>£(2,498)</u>	<u>£6,253</u>
(Loss)/Profit for the year		

Independent examiner's report
to the Trustees of
Banstead Community Association
Charity No 304970

I report on the accounts of the Charity for the year ended 31 December 2017 set out on pages 1 to 2.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 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 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:
 - a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

Richard Hagon FCA
Woodmansterne Lane
Banstead, Surrey.

Appendix B

Trustees who served in the year 2017

SERVED FOR THE WHOLE YEAR

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

RESIGNED OR DIED DURING THE YEAR

Roger Stamp	January
Elaine Hopkinson	September

APPOINTED DURING THE YEAR

Malcolm Ash	March
John Hayns	March
Peter Thomas	June