



Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|-------|------|----|-----------------|-------|------|
| | Day | Month | Year | | Day | Month | Year |
| | 01 | 09 | 2016 | | 31 | 08 | 2017 |

Section A Reference and administration details

Charity name

BRANDON COMMUNITY ASSOCIATION HALL

Other names charity is known by

Registered charity number (if any)

1075364

Charity's principal address

Brandon Lane

Brandon

Durham

Postcode

DH7 8PS

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 | Mr C.Leishman | Chairman | | |
| 2 | Mr M.Hartley | Treasurer | | |
| 3 | Mr D. Hird | | | |
| 4 | Mr K. Robertson | | | |
| 5 | Mr M. Knopf | | | |
| 6 | Mr P. Taylor | | | |
| 7 | Mr T. Sharples | | | |
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
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Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|-----------------------------------|
| Type of governing document (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Association |
| Trustee selection methods (eg. appointed by, elected by) | Elected by Annual General Meeting |

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.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the Association are to establish and run a Community Building and to promote for the benefit of the inhabitants of Brandon and surrounding area ("area of benefit") without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of 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)

The Association manages a Community Hall used for the purpose of providing a venue for individuals/organisations to hold their particular events and charged by the hour.

It is home to the Brandon & Byshottles Table Tennis Club, the 5th Durham Scout Group and a Bingo Group as well as hiring rooms to Slimming World, a Dance School, Integration Trust and the Durham Socialist Clothing Bank and Food Bank.

The facility is open to individuals and organisations, connected with the area of Brandon, to hire for the purposes of social and community activities.

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The Association has successfully operated the Brandon Community Association Hall for the year, for the benefit of the users.

Surveys of the premises have led to the development of an action plan to further improve the facilities over the coming years, subject to the availability of funds. Improvement to the fabric and maintenance of the building has continued throughout the year.

Policies and procedures have been reviewed, improved and adopted.

Significant work has been undertaken in the area of Health and Safety.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Association aims to keep sufficient reserves to meet the average running costs of the Hall for a minimum of three months.

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.

Section F

Other optional information

The charity plans to close at the end of the 2017/18 financial year, and to pass all assets and liabilities to Brandon Community Association Durham, a Charitable Incorporated Organisation (CIO), Reg No 1172140, which was incorporated for the specific purpose of taking on the Charity's work at the request of Durham County Council.

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)

Position (eg Secretary, Chair, etc)

Date

| | |
|---|--|
|  | |
| Mike Hartley | |
| Treasurer | |

25/06/2018

BRANDON COMMUNITY ASSOCIATION - Registered Charity No 1075364
RECEIPTS AND PAYMENTS FOR THE PERIOD 1st SEPTEMBER 2016 TO 31st AUGUST 2017

INCOME

| | |
|---------------------|------------------|
| Hall Hire Fees | 24,666.40 |
| Misc Income | 60.00 |
| Interest Received | 0.27 |
| Total Income | 24,726.67 |

EXPENDITURE

| | |
|--------------------------|------------------|
| Staff Wages | 4,261.00 |
| Tax & NI | 105.40 |
| Water | 2,391.84 |
| Elec | 1,911.00 |
| Gas | 3,314.62 |
| Accountancy Services | 250.00 |
| Hall Management Software | 180.00 |
| Insurance | 697.20 |
| Repairs & Maintenance | 10,255.05 |
| Website | 43.98 |
| Caretaking | 1,267.50 |
| Printing | 263.71 |
| Music Licence | 384.00 |
| Community Events | 1,089.69 |
| Misc Expenses | 60.68 |
| Total Expenditure | 26,475.67 |

| | |
|----------------------------------|-------------------|
| Operating Surplus/Deficit | (1,749.00) |
|----------------------------------|-------------------|

Grants

| | |
|-----------------------|-----------------|
| Grant Income | 12,089.75 |
| Grant Expenditure | 2,580.00 |
| Retained Grant | 9,509.75 |

BRANDON COMMUNITY ASSOCIATION
BALANCE SHEET AT 31st AUGUST 2017

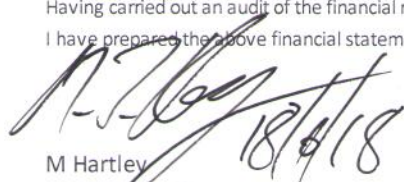
Association's General Balance at 31st August 2017

| | |
|------------------------------------|------------------|
| Opening Current Account | 13,365.08 |
| Opening Deposit Account | 333.72 |
| Operating Surplus/(Deficit) | (1,749.00) |
| Retained Grant | 9,509.75 |
| Balance at 31st August 2017 | 21,459.55 |

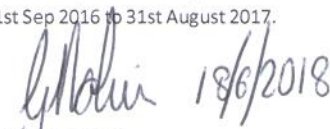
Represented by Balances at 31st August 2017

| | |
|----------------------------------|------------------|
| Closing Current Account | 21,125.56 |
| Closing Deposit Account | 333.99 |
| Funds at 31st August 2017 | 21,459.55 |

Having carried out an audit of the financial records provided to me in accordance with the instructions and explanations supplied,
I have prepared the above financial statements of Brandon Community Association for the period 1st Sep 2016 to 31st August 2017.


18/6/18

M Hartley
Hon Treasurer
86 Rothbury Road
Durham DH1 5QB


18/6/2018

G Robinson
Hon Auditor
9 Beech Court, Langley Park
Durham DH7 9XL