



Bearwood Community Centre Association

Registered Charity No. 1118753

Annual Report for 2017

Management Committee:

**Chair
Vice Chair
Treasurer
Secretary
Membership Secretary**

**Marion Pope (Resigned December)
David Brown
Jayne Cooke
Vacant
Jayne Cooke**

**Les Fountain
Pip James
Lois Taylor
Celia Mitchener
Marcelino Scott-Farnell**

Borough of Poole Rep.

Cllr Jane Newell

**Centre Manager
Minutes Secretary**

**Lynn Rowe
Lesley Scotter**

Bearwood Community Centre Association (BCCA)

Registered Charity No. 1118753

Annual Report for 2017

The Management Committee of Bearwood Community Centre Association is responsible for the Community Centre building under the terms of a lease with Poole Borough Council. This entails:

- the day to day running of the centre
- managing the finances and administration of the Association
- A continuing programme of works to maintain and improve the physical state of the premises.
- continuing our work to make the Centre more open and involved with the local community

In 2017, the Association continued to manage the growing activities effectively and efficiently in the Centre and to develop what we can offer to residents. Bearwood Community Centre has maintained the activities in 2017 with the groups using the centre and the number of visitors coming to the centre every week. Functions such as children's parties and family celebrations have increased though out the year with the added bonus of Disco Lighting.. As a result of this, the Association's operating income has vastly increased since 2006, providing more funds to re-invest in improving the facilities and equipment available to groups and individuals using the Centre. We employ a part-time Centre Manager to handle bookings and the general management of the centre as well as the relationships with all the groups using the premises. A part-time cleaner is also employed to keep the premise clean, neat and tidy for the users of the Centre.

The following pages of this report detail the main areas of activity during 2017. Our major achievements in 2017 have been:

- * To continue the high standard of maintenance and improvements on the premises
- * To invest further in the equipment within the Centre.
- * To continue to work in partnership with the Bearwood Social Club (BSC)
- * To develop the bookings potential of upstairs Room
- * To continue the growth in the groups using the centre and the number of visitors coming to the centre every week by providing a wider range of activities on offer for residents.

There is still potential for the Centre to grow and develop further and still a lot of desire and need within the area for even better facilities, activities, and events.

We aim to meet the needs of all ages in the Community and these range from the Toddlers to the Over 55s.

Our vision of creating a vibrant and active Community Centre of which the residents of Bearwood can be proud becomes more of a reality each year and we are now well on the way to achieving this aim.

However, this has not stopped us setting our sights higher and we continue to consider how to expand what we do in order that more people can benefit from a first-class community facility.

PCVS quoted "Flagship of Community Centres in the area"

Administration of the Association and the Community Centre

A key part of our activity is to efficiently manage the administration of the centre to support its continuing growth and to meet the various demands placed on us as a public venue and as a Registered Charity.

Management Committee & Trustees

We have retained an enthusiastic and able management team throughout the year and we have been able to strengthen this team as others have become interested in our work. The enthusiasm and determination of this team has been outstanding and we are confident that extra support will continue to appear as we grow, enabling us to deliver our ambitious plans. Our Management Committee also act as the Trustees of the Association.

Honorary Officers and other committee positions

At the AGM in April 2017 a Secretary and Treasurer were appointed to perform essential functions. The committee appointed a Chair & Vice Chair from our committee. The Chair, Vice Chair, Secretary and Treasurer form the Executive group who meet regularly to progress our plans, deal with concerns of the Centre Manager and oversee the management of the Centre.

Meetings

There were 10 meetings of the Management Committee during 2017, the proceedings of which have been recorded by our Minutes Secretary in signed minutes, copies of which are displayed in the Centre. The Management Committee operates various sub committees which meet on an occasional basis to address particular areas such as Premises and Building and Publicity.

Membership

Our Membership Secretary has re-organised the process for renewal of memberships and recruitment of new members. We kept our annual membership fee for combined BCCA & BSC membership at £12 per adult and £8 for concessionary membership for those aged over 60, ex armed forces and also for holders of Poole "Access to Learning & Leisure" cards, in order to ensure that we can encourage these groups to become members. The number of Members during 2017 increased to 355 compared to 340 members in 2016. In 2017 BCCA membership was available separately for £5 for those using just the Community Centre and not the club.

Organisation Structure and Constitution

The Association is an unincorporated association and Registered Charity no. 1118753 as of April 2007. The Association operates in accordance with our revised Constitution which was approved by members at the AGM in April 2006.

Engagement with supporting organisations

We are conscious that we will not be able to achieve our long term aims without the active involvement and support of a range of agencies that have the ability to advise, guide and facilitate our development. To this end we are actively engaged with various departments at the Borough of Poole as well as Poole Council for Voluntary Service (PCVS). We continued our membership of PCVS and our membership of the national body Community Matters in order to be able to access all of the advice and support we need in the management of an active public building.

Licensing

Throughout the year we have been licensed with the local authority to offer all forms of regulated entertainment in the Community Centre. We do not hold an alcohol licence for the Community Centre parts of the building, feeling that it is sufficient for this to be restricted to the Social Club. We are also registered with the local authority as a food business in order to be able to serve tea, coffee, drinks and snacks in the refurbished lounge and youth centre.

Lease

BCCA agreed and signed a 35 year lease on the building in March 2007. We have a good working relationship with the Poole Borough Council to ensure both parties are abiding by the terms of the lease and fulfilling the necessary requirements for the maintenance and upkeep of the building. .

Insurance cover

Insurance cover for the premises, contents and liabilities has been in effect throughout the year for both the Community Centre and Social Club parts of the building, including Public Liability cover of £10m as required by the Council's lease. Review of our insurance cover was carried out at the end of 2016 in preparation for the renewal in May 2017

Policies

The Association currently has a Smoking Policy, Environmental Policy, Equal Opportunities Policy and Expenditure Policy. Further policies will be agreed as required.

Relationship with Bearwood Social Club

Representatives of Bearwood Social Club attend meetings of the Association and similarly representatives of BCCA attend meetings of the Club so that each are kept informed of the activities of the other and in order that the organisations can cooperate in developing the Centre.

Meeting our legal obligations

The Management Committee are aware of their responsibilities in running the centre in compliance with the wide range of laws and regulations influencing the Association's activities, including Charity Law, Licensing Regulations, Health and Safety Law, Fire Safety, Environmental Health, building regulations, the Disability Discrimination Act and Data Protection Act. Compliance with these laws and regulations has influenced the Committee's discussions and decisions throughout the year and we have sought assistance from PCVS, the Borough of Poole and other bodies where necessary.

The committee is conscious that the need for legal advice and guidance will be ongoing and will take this up when required. We have been very fortunate to make contact with the Bournemouth & Poole Pro Bono solicitors group and we have been able to access free legal advice and assistance on two matters and also training on employment matters.

All of these activities have been essential for ensuring the proper and transparent governance of the Association in support of our position as a registered charity.

Secretary, Bearwood Community Centre Association

Community Involvement

The Association has made great efforts to become more visible to the local community and to involve more members of the local community in both the running of the Centre and the activities that take place within the Centre. Our estimates show that when the new committee took on the running of the Centre in 2005 there were around 100 visitors each week. In 2012 this has increased to over 650 visitors per week and continues to grow. However, with an area the size of Bearwood there is still great potential to increase this further and our future plans will be focussed on this aim

We need to communicate with the local community and we have been fortunate to have our own Bearwood Community Centre and Social Club Magazine, Bearwood Roundup newsletter, Bearwood Community in Action group to facilitate this. Their support for our work and the publicity in every issue is ensuring that more and more local residents are becoming aware of what we have achieved and what is on offer at the Centre.

We have also set up our own web site and post information on Facebook.

The Community Centre continues to improve what it has to offer the local community and with the continuing interest of more new groups wanting to use our facilities, we are confident that we will continue to go from strength to strength in becoming a central part of the Bearwood community. We are intending to arrange more events at the centre for our members and the local community.

We have been grateful for the support of various local venues in publicising our activities including Southern Co-operative, Bearwood Medical Centre, St Barnabas Church and others.

Vision for the future

Our vision of creating a vibrant and active Community Centre of which the residents of Bearwood can be proud becomes more of a reality each year and we are now well on the way to achieving this aim.

There is still great potential for delivering improved community facilities and activities which meet the needs of the people of Bearwood, but this has not stopped us setting our sights higher and we continue to consider how to expand what we do in order that more people can benefit from a first class community facility. We are conscious that we need to look at developing a strategy for the next few years to support this aim.

Our ability to employ a part-time Centre Manager is a sign of this vision and an investment in achieving this aim.

The achievements over the past ten years have provided the basis for achieving this vision and combined with our plans for future development and the significant investment we are continuing to make, this will position Bearwood Community Centre to genuinely be a valuable and beneficial resource for the Bearwood community and a place of which we can all be proud.

Lettings

The lettings position showed a slight increase in income from all sources throughout the year. . Income from regular hirers is still buoyant and income from occasional bookings and income from functions showed an increase this year.

Private functions with children's parties becoming increasingly popular at weekends, and more evening functions making use of the Social Club hatch bar facility.

The Centre is now regularly used as a venue for public meetings with local Councillors and MP's advice surgeries, Police and Safer Neighbourhood Team meetings, Polling Station., Residents and other public bodies are also increasingly using the centre for meetings including Neighbourhood Watch meetings, Anti-social Behaviour Team meetings, voluntary sector training, and AGMs for local groups. Several Charity Events were held in 2017, Help for Hero's raised (£299) MacMillan Cancer raised (£354) Freedom Fire Ministries (triple F) for Homeless raised (£251) and DCCF held several events raising (£654.00).

The Association continues to make our premises available for charity fundraising events which are of interest to members and local residents. Based on our performance over the past eight years, we are confident that we will continue our growth in lettings and the level of use of the centre. The table below shows lettings income during the year

<u>2017</u>	<u>Regular</u>	<u>Occasional</u>	<u>Function</u>	<u>Total</u>
January	£2205.03	£555.02	£610.00	£3370.05
February	£2085.65	£566.59	£540.00	£3192.54
March	£2297.74	£470.02	£444.00	£3711.76
April	£1612.25	£327.62	£485.00	£2424.87
May	£2160.18	£539.45	£280.00	£2979.63
June	£2277.68	£777.25	£680.00	£3729.93
July	£1701.03	£560.00	£630.00	£2891.03
August	£1174.60	£322.50	£627.50	£2124.80
September	£1723.21	£497.20	£425.50	£2645.91
October	£2629.53	£545.50	£812.00	£3987.03
November	£2834.75	£665.75	£689.50	£4190.00
December	£1250.90	£540.50	£160.00	£1951.40
TOTAL	£23947.60	£6367.70	£6383.50	£36698.75

Please note that these figures are on a monthly bookings basis and so will not equate precisely with those shown in our financial statements which are based on when monies were received and banked.

Lynn Rowe, Centre Manager, Bearwood Community Centre Association

Finances – Treasurer's Report for 2017

While the revenue income of the Association was increased in 2017, expenditure on non-capital items also increased.

Total Income of £49,526.48 was entirely revenue no capital grants in 2017

Total Expenditure of £39,896.41 was split £5,567.96 capital and £34,328.45 to revenue.

A Defibrillator was purchased in 2017 for Community use.

We have a policy to pay all our invoices promptly.

As the Centre has more groups using our facilities any problems with late payment of hire fees, results in steps being taken to collect these sums to prevent an accumulation of amounts outstanding.

Our improved financial position has enabled us to take the prudent step of establishing a Reserve Account for any unforeseen circumstances. We are intending to maintain the equivalent of three months running costs in this account and set aside £18,000 for this purpose in 2017

Most regular outgoings are paid by monthly direct debit to even out cash flow and any invoices for other items are paid promptly.

The Association is grateful to the Poole Borough Council for the grant of full relief of business rates under their discretionary grant scheme. This is equivalent to a grant of some £10,000 and without this continuing assistance the Association's finances would be in considerable jeopardy.

Honorary Treasurer, Bearwood Community Association. December 2017

BEARWOOD COMMUNITY CENTRE ASSOCIATION

INCOME & EXPENDITURE

1 January to 31st December 2017

		2017	2016
BALANCE BROUGHT FORWARD	£	10336.62	12682.42
INCOME			
Club Contribution	£	10,500.00	8100.00
Function	£	6413.50	5084.13
Membership Fees	£	1361.00	1848.00
Rent Income	£	31644.78	28690.31
Publicity	£	-397.00	-676.00
Other Income	£	4.20	13953.21
Transfer from Deposit	£		4000.00
TOTAL INCOME	£	49526.48	60999.65
	£	59863.10	73682.07
EXPENDITURE		=====	=====
Capital Expenditure	£		
Boiler	£		1766.87
Blinds	£	635.00	
Hall Tables/Chairs	£	278.81	
Defibrillator	£	2575.20	
Oven	£	109.99	
Table Tennis Table	£	434.98	378.47
Lights	£	1176.00	
Dishwasher	£	358.00	
Notice Board/Signs	£		255.72
External Doors	£		2865.00
Fire Alarm	£		5772.00
Water Heater	£		300.00
Matting	£		81.96
Trolleys	£		196.92
Sound System	£		1908.00
Floor Machine	£		480.00
TOTAL Capital Expenditure	£	5567.98	14004.94
Centre Management Fee	£	9,750.00	8460.00
Cleaning	£	9,020.00	8725.00
Cleaning Materials	£	457.75	464.51
Contract Renewal	£	1619.16	600.36
Insurance	£	3250.46	3325.06
Miscellaneous Expenses	£	684.97	669.55
Mobile Top Up	£	506.90	563.81
Donations	£	500.00	350.00
Web Site	£	234.00	379.00
Charity	£		30.00
Petty Cash Disbursements	£	60.00	
Repairs and Maintenance	£		
Others	£	1564.65	6183.88
Plumbing	£	768.00	538.80
Electrical	£	594.00	
Floor Maintenance	£		982.40
Decoration	£		652.97
TOTAL Repairs and Maintenance	£	2926.65	8358.05
Subscription	£	105.00	
Stationery	£		168.00
Utilities	£	2587.04	
Electricity	£	1332.00	2590.00
Gas	£	752.00	1332.00
Sewage	£	390.00	573.53
Telephone	£	152.50	390.00

Water	£		361.64	
TOTAL Utilities	£	5213.54		5247.17
<i>Transfer to Deposit</i>	£	10000.00		12000.00
TOTAL EXPENDITURE	£	49896.41		63345.45
BALANCE CARRIED FORWARD	£	9966.69		10336.62
	£	59863.10		73682.07
RESERVE BANK ACCOUNT	36,000	=====	26,000	=====

Acknowledgements

We would like to record our grateful thanks to our very able Centre Manager, Lynn Rowe, who has continued to ensure the smooth running of the centre and makes sure that we maintain a good relationship with the groups using the centre as well as with our members and visitors, while at the same time working towards the future development of our activities.

We would also not be able to carry on with our continuing success without the quiet, consistent, and excellent standard of work of our cleaner, Mark Hope, and we are very grateful to him for maintaining a clean and pleasant facility for all our visitors and coping with the increasing activity of the centre.

The committee have worked with various organisations during the year and we should like to record our thanks to them for their support.

- **Poole Council for Voluntary Service** and their colleagues at Bournemouth CVS for their substantial support in providing advice, guidance, and encouragement. We are particularly grateful to Sam Wilcox for ably supporting us and linking us in with the other Community Centres in Poole to be able to learn and share experiences with them
- **Bournemouth & Poole Pro Bono solicitors group** for providing free legal advice.
- **Dorset Police and the Safer Neighbourhood Team** for their interest & support for our work
- **St Barnabas Church** who have acted as both a good neighbour and supporter.
- **Southern Co-operative** who have acted as both a good neighbour and generous supporter.
- **Bearwood Community in Action** and **Bearwood Roundup** for providing publicity for us.
- **All our numerous suppliers and contractors** during our ongoing developments
- **Firepoint Ltd**

There are several people we would like to thank for their support in the last year:

- *Alan Hart as our Auditor for taking the time to study and report on our financial position
- *Lesley Scotter who has ably performed the role of Minutes Secretary throughout the year
- *Bearwood Social Club committee and members for their cooperation with the Association
- *All the groups using the centre, their leaders, and members for their continuing support
- *All the volunteers who have given their time to the Community Centre in so many ways

Finally, I would like to thank all the members of the Management Committee for their time, enthusiasm, and commitment to this project.

Secretary, Bearwood Community Centre Association

Large Print requirements

If you would like copies of this Annual Report in large print, please contact the Secretary who will be happy to arrange this for you.

Bearwood Community Centre Association.

Telephone: 01202 581843



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BH11 9TF**

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Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Bearwood Community Centre Association

On accounts for the year
ended

31 December 2017

Charity no **1118753**

Set out on pages

1 and 2

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by 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.

Signed:



Date: 30 September 2018

Name: Alan R Hart, BSc

**Relevant professional
qualification(s) or body
(if any):**

Address: 164 Lynwood Drive

Wimborne, Dorset

BH21 1UU