



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	July	2017		30th	June	2018

Section A Reference and administration details

Charity name Hurstbourne Tarrant Community Centre

Other names charity is known by

Registered charity number (if any) 1156307

Charity's principal address Swift House, Church Street

Hurstbourne Tarrant

Andover, Hampshire

Postcode

SP11 0AX

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	Mrs Susan Hoare	Chairman		
2	Mrs Ann Nash	Treasurer		
3	Mr Andrew Russell			
4	Mrs Maria Wright			
5	Mrs Alison Willis			
6	Dr Elizabeth Allinson			
7	Mr Brynley Evans			
8	Dr Andrew Watson			
9	Mr Mark Thomas			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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 dated 25 th February 2014
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing charity trustees - by a resolution passed at a properly convened meeting of the trustees.

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

To build and subsequently manage a community centre for the benefit primarily of the inhabitants of Hurstbourne Tarrant but also of neighbouring areas without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and the object of improving the conditions of life for 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)

In essence, the main activities undertaken by the charity between 1st July 2017 and 30th June 2018 were:

- Managing all financial and operational aspects of the Community Centre.
- Maintaining the high quality of the building and its facilities.
- Building on established links with local community organisations (parish council, school, church etc), and with other voluntary organisations, to foster increased local community cohesion and to bring 'outreach' services for the local community to the Centre.
- Delivering easy to use Centre booking systems and combining this with good customer services for every booking.
- Developing a wide range of mechanisms to enable users to feedback their experience in using the Centre, the booking process, the quality of customer services, ideas for improvement and so on.
- Promoting the Centre and regularly communicating the classes, regular activities and community events at the Centre via a wide range of media (web site, local Facebook site, direct e-mail, village notice boards, parish magazine, update reports to the parish council and so on).
- Continuing to foster further user/volunteer engagement and two-way communications – within the village and with wider stakeholders.
- Ensuring that the Charity's Data Protection Policy and Procedures comply with the requirements of the General Data Protection Regulation 2018.

The trustees have had due regard to the guidance on public benefit in the running of the charity and in its planning and decision-making processes for the achievement of the charity's objectives.

(See also Section D below on main achievements during the year).

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

In summary, the main achievements of the Charity between 1st July 2017 and 30th June 2018 were:

- The Centre has continued to be a thriving and highly popular community 'hub' with income and expenditure in line with budget - and reserve funds set aside.
- A well-attended 'Open Evening' was held on 6th October 2017, to report back to the local community (and associated stakeholders) on Year 2 (2016/17) performance and to encourage further feedback, ideas and suggestions about future uses of the Centre. As well as publicising the event widely, personal invitations to the event were delivered to every household in the parish as well as to wider stakeholders. A report on performance outcomes was also circulated to the local community via e.g. the parish magazine, direct email, our web site and so on, as well as to key stakeholders.
- A total of 473 regular sessions and private and village events were held at the Centre in 2017/18. This included almost twice the number of village events in comparison with the previous year, with many volunteers from the local community engaged in organizing these events.
- Some 15,600 people used the Centre in 2017/18 as compared with 12,000 in 2016/17 and 7,200 in 2015/16 (our first year of operation).
- 47% repeat business was achieved in 2017/18 with 53% 'new business' – a healthy balance looking forwards.
- User feedback is that the quality of the building and the facilities at the Centre, its cleanliness, the ease of booking, and our associated communications and customer care services have continued to be excellent. User suggestions for improvement, e.g. for new equipment for the Centre, have been acted upon.
- We have successfully worked in harmony with other local services (parish council, church, school, other local community groups, the local rural business hub, etc) – resulting in increased local community services cohesion.
- Centre bookings have also resulted in additional business for e.g. local catering firms, accommodation providers, children's entertainment businesses and so on – thereby supporting the local economy.
- A planned maintenance schedule is in place to ensure that the high quality of the building and its facilities are maintained.
- The Centre's management structure continues to operate successfully, with clearly defined responsibilities to ensure that each of the operational management roles are carried out effectively. The key roles are:

Financial management	Communications & marketing
Booking management	Business administration
Building maintenance	Health & safety.
- The Charity's General Data Protection Policy and Procedures have been implemented, and a trustee has designated responsibility for ensuring GDPR compliance.
- Our action plan to foster further volunteer engagement in supporting the operation of the Centre continues to pay dividends.

Section E

Financial review

Brief statement of the charity's policy on reserves

In accordance with our Reserves Policy, the trustees continue to set aside reserves to cover any unforeseen expenditure on maintaining or modifying the fabric of the building, unusually high operating costs and/or the risk of suffering significant unforeseen loss of income. The trustees review the current level of reserves whenever priorities are reassessed, and when updating the financial plan for the charity.

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.

Principal sources of funds:	
Income from letting the hall	£18,080
Donations and legacies	£1,362
Fund Raising	£994

Section F

Other optional information

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)	Susan Constance Dehane HOARE	Ann NASH
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 22nd October, 2018



Charity Name		No (if any)		CC16a
Hurstbourne Tarrant Community Centre		1156307		
Receipts and payments accounts				
For the period from	Period start date	To	Period end date	
	01/07/2017		30/06/2018	

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations, legacies & grants	1,361	-	-	1,361	11,127
Fundraising events	8,639	-	-	8,639	5,574
Interest	237	-	-	237	138
Hire of hall & equipment	18,080	-	-	18,080	18,487
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	28,317	-	-	28,317	35,325
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	28,317	-	-	28,317	35,325
A3 Payments					
Cost of fundraising events	7,645	-	-	7,645	3,613
Repairs, Renewals & Maintenance	5,116	-	-	5,116	3,869
Light and heating	1,668	-	-	1,668	2,224
Water and sewerage	443	-	-	443	339
Insurance	997	-	-	997	1,063
Telephone & internet	493	-	-	493	424
Admin costs	747	-	-	747	694
Bank & loan interest & charges	-	-	-	-	-
	-	-	-	-	-
Sub total	17,111	-	-	17,111	12,225
A4 Asset and investment purchases, (see table)					
Purchase of fixed assets	383	-	-	383	13,531
Loan repaid to external funder	-	-	-	-	-
Sub total	383	-	-	383	13,531
Total payments	17,493	-	-	17,493	25,756
Net of receipts/(payments)	10,824	-	-	10,824	9,569
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	58,208	-	-	58,208	48,639
Cash funds this year end	69,032	-	-	69,032	58,208

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Deposit A/c	65,607	-	-
	Current A/C	3,424	-	-
	Cash	-	-	-
	Total cash funds		69,032	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Details			
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Community Hall		593,091	581,229
	Furniture, Fixtures & Fittings		13,699	8,373
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Hurstbourne Tarrant Community Centre

**On accounts for the year
ended**

30 June 2018

**Charity no
(if any)**

1156307

Set out on pages

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**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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 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 (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

18 September 2018

Name:

John Robinson

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

Address:

20 Rooksbury Road, ANDOVER SP10 2LW

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

