

SEABROOKE RISE COMMUNITY ASSOCIATION

Registered Charity no. 1160237

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2018

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 at 31st March 2018 were –

Miss Daisy Kirby

Miss Wendy Townsend

Mrs Elsie Clark

Mr Andrew Blakey

Mr John Harris

Mr Conner Watts.

Mr Conner Watts resigned after 31st March 2018 and is no longer a trustee.

Activities for the year ended 31st March 2018

Difficulties with the building and equipment

We are still having on-going issues with the building including the flooring in the downstairs hall, this fell apart and caused a hazard. Our secretary liaised with contractors and Thurrock council to get this fixed. Unfortunately, we also had to close one of our upstairs toilets due to their being no COSHH facilities in the building, this issue has been discussed with the contractors and Thurrock council and we are due to have one of our offices constructed into a COSHH cupboard.

Contract with Thurrock Lifestyle Solutions (TLS)

We secured a large contract with TLS allowing them regular use of their hall for a discounted block booking. TLS use our hall to provide clubs, workshops and training for their members. They use our halls 3 or 4 times a week for; drama workshops, Beacon Hill Post 16 Music workshops and TLS training which is also offered for free to other local community groups if there are spare spaces. We now have a great working relationship with TLS and plan to work closely with them in the future.

Grand Opening

After moving into our new building at the end of March 2017 we had a grand opening in June 2018 inviting the residents of Seabrooke Rise, local businesses, local councillors and the wider community. This successful event showcased our new building and what we can offer to the community. It was a totally free event with crafts for the children and freebies for all. The ribbon was cut by the Mayor of Thurrock and made local papers.

Artwork from School

We received and displayed art work from Beacon Hill School. This brightened up our new building and proved a great talking point with the community. We plan to work with other schools to display art work on a rotation basis to showcase the skills our local children have.

Honestly Fresh Foods

We rented out our kitchens to Honestly Fresh Foods. This company prepares, cooks and delivers fresh healthy foods to the community at reasonable prices. They utilised our kitchens three times a week and were a success with the community. They left due to finding another venue suiting their needs better.

Pensioners Days Out

Lesley and Gemma ran their weekly lunch groups for over 55's. They organised days out for the members of this club. They took them to Southend-on-Sea, to many restaurants, to London and even to see Santa at Christmas. These trips were greatly appreciated by the members of the club.

Renting out the Halls to the Local Community

We have largely increased our revenue this year by renting our halls out to the community. We take regular bookings for parties of all types, council and other organisation meetings as well as clubs and groups such as soft play and adult games club. Many of these bookings create future reservations and we also have regular discounted contracts with some groups too.

Fashion Show

A member of the community set up a new store selling unique clothing. The Community House along with volunteers worked together to hold and host a Fashion Show to promote the new brand. Members of the community volunteered to be models and we used makeup artists trained at The South Essex College which is just across the road from The Community House. The event was received well and made local newspapers.

Community Events

The Community House held a number of events to engage and entertain the community these include Quiz nights, adult and children's cupcake decorating workshops and children's activity days, our most successful being the teddy bears picnic. This compromised a lunch, arts and crafts, storytelling and children stuffing their own teddy.

Christmas Events

We held a Christmas Fayre which was free to the community. We had Christmas themed stalls selling a variety of Christmas treats, arts and crafts for the children and a chance for them to meet Father Christmas and receive a present too. Although we didn't have as good of a turn out as we would have liked, those who did come thoroughly enjoyed the event.

We also organised a Christmas lunch for the elderly members of our community. We invited them, as well as local councillors, mayor's past and present and members of TLS, for a two course meal: over 100 people came along. The South Essex College catering students cooked and delivered our meats whilst volunteers from The Big Local, The Community

House and Local Area Coordinators cooked the rest of the full roast dinner and provided table service to all attendees. The tables were decorated by a local business and The Community House supplied small goodies such as Christmas crackers, fancy serviettes, Christmas accessories and cutlery holders. The event finished with an appearance of Father Christmas and a raffle. All of this was free to all those who attended and was greatly received by everyone.

Benches in the Community

The council put a competition out to the community for someone to design a bench to be situated around Thurrock. We are lucky enough to have one of these benches in our garden to admire and it is a highly valued and spoken about. We also have the pleasure of the winner becoming one of our new trustees, Mr John Harris who joined us in July 2017.

Staffing

Our financial situation was such that unfortunately we were unable to maintain paid staff, so the trustees made the decision not to renew the contract for our centre manager. The decision was made that the trustees would oversee the duties that would be lost.

Sadly, we also lost several trustees during the year and we would like to thank them for their support during their time as trustees;

Mr Martin Gerald Healy
Mrs Johanna Allison
Mrs Helen Sefa
Mr Colin Kirby
Mrs Renae Laybourn
Ms Sherylee Lovell

Accounts for year ended 31st March 2018

Unrestricted funds show a deficit of £12,547.34 (prior period surplus of £18,730.87). Charitable expenses for the year are not covered by trading income and the shortfall was covered by the grants received in 2016/17, included in the reserves brought forwards.

Contracts for some items of expenditure, including salaried staff and coffee machine rental, have now ceased which will significantly reduce costs moving forwards. Income from Lettings grew steadily during the year, but the charity may also need to find other sources of income.

Funding of £500 was received from the Thurrock Council Small Sparks Fund and was used to cover the cost of events. Funding bids will be submitted to enable a variety of activities to take place in 2018/19 and to purchase new equipment.

Risk Areas and Risk Management

The reserves held at 31st March 2018 are sufficient to cover just over two months of 2017/18 regular activity costs. As already mentioned, the monthly costs will reduce in 2018/19 and the financial challenge is to generate sufficient income to match monthly costs and prevent further erosion of reserves.

The Community House is run entirely by volunteers so it is essential that we identify appropriate training and look for support where we can. We are members of the RCCE community buildings advice service and we also receive advice from The Big Local Rep and Big Local project workers. Processes are in place to ensure compliance with legal and governance requirements. The board has identified the need to seek further trustees and is looking to engage more local people.

The trustees recognise that it is 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 board of trustees are confident that The Community House is becoming a well known busy facility and will soon be the heart of the community.

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Receipts and Payments Account for the year ended 31st March 2018

	2017/18		2016/17	
	Unrestricted	Restricted	£	£
RECEIPTS				
From Trading Activities				
Catering Takings	5536.25		5536.25	1915.00
Hall Hire	10491.50		10491.50	2610.00
	<u>16027.75</u>	0.00	<u>16027.75</u>	<u>4525.00</u>
From Voluntary Sources				
Grants and donations	388.45	500.00	888.45	25240.00
Fundraising	2132.90		2132.90	0.00
Other				
Refund of Bank Charges	0.00		0.00	546.08
TOTAL RECEIPTS	<u>18549.10</u>	<u>500.00</u>	<u>19049.10</u>	<u>30311.08</u>
PAYMENTS				
Charitable Activities				
Salary	-6132.12		-6132.12	-2990.08
Payroll Costs	-105.00		-105.00	
Volunteer Expenses	-302.85		-302.85	-1006.94
Catering costs	-4385.71		-4385.71	-2595.12
Lighting and Heating	-2248.22		-2248.22	-278.00
Water	-380.92		-380.92	
Waste	-613.73		-613.73	
Council Tax	-720.41		-720.41	
Insurance	-1503.14		-1503.14	
Contracted Maintenance	-3454.40		-3454.40	
Coffee Machine Rental	-2791.52		-2791.52	
Repairs and Renewals	-381.94		-381.94	-82.90
Cleaning	-757.38		-757.38	-62.05
Licences	-24.24		-24.24	-145.50
Transaction Fees	-48.48		-48.48	
	<u>-23850.06</u>	0.00	<u>-23850.06</u>	<u>-7160.59</u>
Administration of the charity				
Legal Costs				-1147.00
Stationery and Postage	-317.24		-317.24	-22.50
Telephone and Internet	-653.99		-653.99	-25.99
Interest and Charges	-100.80		-100.80	-360.44
Publicity	-676.69		-676.69	
Affiliation Fees	-60.00		-60.00	-60.00
Training	-114.00		-114.00	
Other Expenditure				
New Equipment	-3328.41		-3328.41	-2798.69
Event costs	-1644.92	-500.00	-2144.92	
Donations	-288.53		-288.53	-5.00
Sundries	-61.80		-61.80	
TOTAL PAYMENTS	<u>-31096.44</u>	<u>-500.00</u>	<u>-31596.44</u>	<u>-11580.21</u>
NET SURPLUS	-12547.34	0.00	-12547.34	18730.87
Balances Brought Forward	18335.18		18335.18	-395.69
Balances Carried Forward	<u>5787.84</u>	<u>0.00</u>	<u>5787.84</u>	<u>18335.18</u>

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Statement of Assets and Liabilities at 31st March 2018

	2018	2017
MONETARY ASSETS		
Deposits and Bank Balances		
Barclays Current Account	2185.49	18139.03
Lloyds Current Account	3303.60	0.00
Petty Cash	298.75	196.15
	<u>5787.84</u>	<u>18335.18</u>
 NON MONETARY ASSETS		
Tables and Chairs		
Kitchen Equipment		
Office Equipment		
Food Supplies		
Stationery		
Floor cleaning machine		
Cleaning materials		

**Independent Examiner's Report to the Trustees of Seabrooke Rise Community Association
(Registered Charity No. 1160237)**

I report to the Trustees on my examination of the accounts of the charity for the year ended 31 March 2018.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

Having satisfied myself that an audit is not required, 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.

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 statements below.

Independent examiner's statement – matter of concern identified

I have completed my examination. I have identified a matter of concern that there is no clear audit trail to verify some payments: it was not possible to match some bank payments and petty cash payments made with original invoices because of incomplete documentation presented to me. It was also not possible to clearly identify some items of banked income because of incomplete documentation presented.

I confirm that no other matters have come to my attention which gives me cause to believe that, in any material respect

- the accounting records were not kept in accordance with section 130 of the Charities Act; and
- the accounts do not accord with the accounting records
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair view", which is not considered as part of an independent examination.

I confirm that there are no other matters that I have come across in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Terence Lepley
Address: 56, Sunrise Avenue, Chelmsford, Essex CM1 4JP
Date: 23rd January 2019