

# BANSTEAD COMMUNITY ASSOCIATION

Registered Charity No. 304970

## **Trustees Annual Report for the year ending 31st December 2018**

### Constitutional matters

The Trustees present 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 approved a policy to conform to the General Data Protection Regulations.

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, 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. 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 74% occupation. 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 38<sup>th</sup> Banstead Combined Charities Christmas Event was held under our auspices in October. The participating charities raised just around £3,800 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 judged in the Britain in Bloom competition in 2019.

In the view of the Trustees it continues to provide a wide spectrum of 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. This year the sound system was further upgraded, including replacing the speakers. The rear doors by the kitchen were replaced and a wi-fi connection installed. At least one group is now using this connection.

However, future investment will have to take note of the Reigate and Banstead Council Development Management Plan, in which the Council

proposes to partly redevelop our site for housing at some time after 2023. A government inspector has carried out an enquiry into the plan and her comments are expected in 2019.

#### Financial Report

Hall-hire income, subject to rate adjustment for inflation, remained broadly consistent with the previous year and general maintenance and administration expenses were as expected. After amortisation there was an overall surplus of £4,792 (2017 deficit £2,498). Net current assets are £83,505 (2017 £73,361).

The financial statements, which are independently examined in accordance with the Charity Commission requirements, set out the financial position in more detail.

#### Summary

The Association continues to serve 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. 2018 saw no major 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 2018 is attached at Appendix B.

This Trustees' Report has been approved at the Annual General Meeting of the BCA on 20<sup>th</sup> March 2019 and is signed on behalf of the Trustees by:

Michael Cartwright Chairman

Robert Collier Treasurer

Banstead Community Association  
Annual accounts for the year ended 31 December 2018

**Statement of financial activities (income and expenditure account)**

	2018	2017
<u>Income</u>		
Hiring fees	55,609	53,082
Interest received	275	1,240
Donations	3,397	3,535
Subscriptions and fees	597	1,051
500 Club income	300	300
	<u>60,178</u>	<u>59,208</u>
<u>Expenditure</u>		
Rent	(160)	(160)
Rates	(3,212)	(3,152)
Energy	(3,308)	(4,179)
Insurance	(1,962)	(1,996)
Telephone, postage and printing	(715)	(470)
Hall running	(9,849)	(8,798)
Hall repair	(12,079)	(21,043)
Wages and statutory contributions	(18,749)	(16,556)
Amortisation	(5,352)	(5,352)
	<u>(55,386)</u>	<u>(61,706)</u>
Excess/(deficit)	<u>£ 4,792</u>	<u>£ (2,498)</u>

**Statement of financial position (balance sheet)**

	2018	2017
<u>Fixed assets</u>		
Cost less grants	37,467	37,467
Accumulated amortisation	(10,704)	(5,352)
	<u>26,763</u>	<u>32,115</u>
<u>Current assets</u>		
Cash at bank	35,656	24,834
Scottish Widows	51,319	51,151
National Savings Income Bonds	10,000	10,000
500 Club	406	380
BCCCE	-	186
	<u>97,381</u>	<u>86,551</u>
<u>Current liabilities</u>		
500 Club prize reserve	(406)	(380)
BCCCE reserve	(168)	(186)
Creditors	(13,302)	(12,624)
	<u>(13,876)</u>	<u>(13,190)</u>
	<u>83,505</u>	<u>73,361</u>
Total assets	<u>£ 110,268</u>	<u>£ 105,476</u>
Accumulated fund brought forward	72,976	75,474
Net movement	4,792	(2,498)
	<u>77,768</u>	<u>72,976</u>
Renovation reserve	32,500	32,500
Total funds (unrestricted)	<u>£ 110,268</u>	<u>£ 105,476</u>

Signed on behalf of the trustees  
Robert Collier  
Honorary Treasurer  
Date: 20 February 2019

Banstead Community Association  
Annual accounts for the year ended 31 December 2018

**Independent examiner's report on the accounts**

I report to the trustees on my examination of the accounts of Banstead Community Association ("the Trust") for the year ended 31 December 2018.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records

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

Roger Fairhead  
Date:10 March 2019

## Appendix B

Trustees who served in the year 2018

### SERVED FOR THE WHOLE YEAR

Michael Cartwright	Chairman
Malcolm Ash	Elected Member
Barbara Belcher	Banstead Neville Bowls
Diana Bowes	Chipstead Arts Society
Faith Collins	Banstead Musical Society
Malcolm Cunnings	Elected Member
Anne Ford	Vice Chairman
Alan Frost	Banstead Short Mat Bowls
Fred Gillespie	Banstead Art Group
John Hayns	Banstead Village Residents
Leslie Huitson	Banstead Evening WI
Richard Hughes	Banstead Arts Festival
Maurice Owen	BCA Badminton
David Peterken	Banstead Horticultural Society
Ken Preece	Elected Member
Moira Seaton	Elected Member
Peter Thomas	Banstead U3A
Sam Walsh	Reigate and Banstead Council

### RESIGNED OR DIED DURING THE YEAR

Tony Allen	January
Ken Bowers	March
Jean Seagrave	September

### APPOINTED DURING THE YEAR

Robert Collier	March	Treasurer
Bill Mills	April	All Saints Church