



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month August	Year 2018		Day 31	Month July	Year 2019

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Angmering Community Centre
Foxwood Avenue
Angmering
Postcode <input type="text" value="BN16 4FU"/>

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	Ms V Jerram	Chairman		
2	Mr B McCansh	Minuting Secretary		
3	Mr Michael Watson			
4	Mt Eric Holmes			
5	Mr Neil Parrish	Treasurer		
6	Mr John Chilton			
7	Mr N Hadley		July – October 2018	
8	Mrs Sylvia Verrinder			
9	Mrs Judith Cross		April – July 2019	
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 06/02/2008
How the charity is constituted (eg. trust, association, company)	An Association
Trustee selection methods (eg. appointed by, elected by)	Proposed at AGM or co-opted by existing trustees subject to process of application, skills audit, vetting and interview..

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.

<ul style="list-style-type: none"> • Four staff are employed – a caretaker with reduced duties this year for health reasons; two office clerical assistants working a job share are responsible for taking bookings, invoicing and general office management.; the services of a casual worker to cover the caretaker when required and to cover weekend hirings. • We continue to work with the Parish Council with shared responsibilities in the Lease. The only outstanding project this year has been the renewal of the heating pumps which, after nearly ten years of constant use, were past repair. We also wished to look into the zoning of the heating in the building for the comfort of people using the Centre. • The trustees are aware of their responsibilities with regard to major risks to which the Charity might be exposed and have systems in place to mitigate them - by adequate insurance cover and the building up of reserves - for which a Reserves Policy exists. This covers Asset Replacement; Restricted Use reserves and an Operational Contingency Reserve. Hirers are asked to be particularly aware of any Health and Safety concerns and to report them immediately to the trustees.

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

The objects of the Association are to:

- Promote the benefit of the inhabitants of the area of benefit without distinction of sex, age, disability, race or of political, religious or other opinions. To encourage them to associate together with voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time.
- Secure the establishment of a Community Centre and maintain and manage the same in furtherance of the above objects
- Promote such other charitable purposes as may from time to time be determined.

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 Trustees have paid due regard to the Commission's guidance on public benefit. We continue to offer activities and opportunities for all ages and make the Centre available 7 days a week throughout the year.

- Our Seniors' Lunch Club continues thanks to the support of Northbrook College and their students and our own volunteers. The offer from Northbrook to take our club members by mini bus to the College for a Christmas lunch at their Restaurant happened again this year much to the delight of our senior citizens
- The range of activities offered continues to be as broad as we can make it to suit all interests and tastes. U3A continues to take over a large slice of the time available at the Centre giving a little weighting to activities for the older inhabitants.
- However, activities for parents with babies and toddlers are encouraged and popular – particularly a new Yoga activity for them. and most recently the return of some baby massage.
- We have a policy of helping new groups trying to get established – particularly if they would benefit people in the area -by offering help with advertising and reduced hire charges for a period of time.

The Hall continues to be heavily booked at weekends – for Short Mat bowls matches, Dances and Birthday or Anniversary parties. Our children's Birthday "special" offer is in great demand.

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.

Our Volunteers still contribute to the success of the Centre helping with the Café two mornings a week. As well as allowing exercise classes to relax and chat over a cup of tea or coffee while they get their breath back, it is also popular for local people to call in while out for a walk or attracted by the month's art display which is advertised on our web site. The local artists appreciate the chance to show off their work and even manage to sell some.

Our IT volunteers are still available to offer one - to – one support for people with IT problems. But group training on Laptops is not what people want any more. I Pads and I phones have taken over. Group training with the large variety of these would be difficult – but the one -to-one can still help people..

Summary of the main achievements of the charity during the year

We are continually looking for new equipment and fittings to make life more comfortable for our users.

- Following the success of the Sun-X reflective film on the windows in Room 1, we have had this fitted on the windows in Room 2 and the Office at a total cost of £756.00
- The Noise Limiter in the Hall had to be put back in working order at a cost of £1,092. We are always mindful of keeping our neighbours happy.
- Another request from our neighbours brought about the replacement of the gate on the Car Park- something the Parish Council was unable to do when the Car Park was enlarged. This has helped to stop people parking in this area when the Centre is closed – and in particular, stopping the drug dealing from cars which we had been alerted to. The cost to us for the gate and notices was £2,691.84.
- New hand dryers in the toilets were requested and provided at a cost of £376.38. A great success very well received by our users. Our thanks to U3A for their contribution to the cost.
- The trustees made a decision this year not to increase the hiring charges apart from a small addition for kitchen use for groups over 15 in size of £3.00 during the week and £5 at weekends for teas and coffees. The other £10.00 or £20.00 charges remain the same. We shall monitor the situation with regard to energy costs.
- Our heating problems went on for a long time until a final diagnosis was the need to replace the two Thermia pumps with one larger Vaillant pump. This was not without difficulties at the outset with insufficient heat getting to all areas in the Centre. Eventually a Vaillant engineer was called in who found that the pump had been wired in wrongly so that not enough heat was being allowed to circulate. We had spent a large amount of money on hiring large heaters to go in all the rooms and received a number of electricity bills of over £1,000 a month. Our FITs payments for energy produced by the Solar Panels will not help in covering our bills as in previous years. The final cost of the installation was a contribution from the Charity of £10,000 plus £1,800 to improve the zoning of the heating in the building. The Parish Council had a further £14,971.60 to find.
- Another episode was the pigeons that decided to make their nests underneath the solar panels on the roof. They were encouraged to move away and the debris they had left was cleared with wire fencing being provided enclosing the panels to prevent a further visitation. While this work was being done it was discovered that one of the panels had a hole through it caused by vandals stone throwing. Total cost £800.00 to clear debris and a further £900 to replace the panel.
- Our next project is looking to update and renew our web site.

Staffing:

- Our caretaker is still awaiting the much needed operation on his knee. We were all set to cover his absence 14 months ago.
- The Job Share which was set up a little over a year ago for our Office staff has worked well. But now Lucy has decided that the drop from full time to the 3 days has not been enough to cope with her hectic life and family commitments and she has handed in her resignation. So we have now had to go through the process of advertising and interviewing to find someone to hopefully take on the Job Share to avoid the 2 day person losing her job. She was offered the full time job but declined because of family commitments. Three candidates were called for interview and an appointment made. Unfortunately, due to personal circumstances this person had to withdraw after being trained for two weeks. We had to go to the second person on our list who was still available and pleased to accept the appointment.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our policy on Reserves is renewed annually It is divided into :

A Asset Replacement The Inventory at present shows £87,559 and will require an extra contribution for next year using a factor of 8 of £10,945 This takes the reserve to £43,280.

B Restricted Use Reserves for ear marked funds e.g. Club funds carried forward, and equipment maintenance and replacement fund with a current value of £23,648

C Operational Contingency maintained at 6 months running costs of at least £22,802

D General Reserves which can be drawn upon for ongoing or unexpected expenditure – such as the heating - and for projects. We like to be able to assist new groups struggling to get established. We have also been helping Angmering CLT by allowing them free use of the Centre for their Committee meetings.

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.

Our only income comes from hiring out the Centre in furtherance of our stated objectives.

Grants will be applied for if available – but these are increasingly harder to find.

We review our investments each year watching the investment rates. We hold a current account of no more than £10,000. We have kept our Shawbrook 100 day investment – currently at £43,285; our Cambridge 95 day Account at £42,002 and our HSBC quick access account currently at £40,230. In addition we have two 1 year Bonds with Cambridge of £24,518 and £21,170 plus a 2 Year bond of £20,806 Maturity dates are staggered.

Section F

Other optional information

We need to continue our bid to attract more Business use of our Meeting Rooms for training. days.. The rate they pay brings in a better income – certainly more profitable than the community rate paid for hourly hirings for Yoga, Pilates, Bridge and dance groups for children. The real advantage is that it enables us to keep the community rate lower. The Centre is in use every day of the week throughout the year except for Bank Holidays.

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)	Valerie Jerram	
Position (eg Secretary, Chair, etc)	Chairman	
Date	23 July 2019	

INDEPENDENT EXAMINER'S REPORT

Report to the Trustees of Angmering Community Centre Association

Charity Number 1125150

On the accounts for the year ended 31st March 2019

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: 8th July 2019



Name: Daryl Martin FCIB MCIM
7 Sabey Court
Albert Road
Bognor Regis
PO21 1LU



Charity Name Angmering Community Centre Association	No (if any) 1125150
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Receipts and payments accounts

For the period from	Period start date 01/04/2018	To	Period end date 31/03/2019
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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					
Room & Equipment Hire	62,996	-	-	62,996	67,412
Fundraising/Donations	1,314	-	-	1,314	1,866
ACCA Clubs	-	2,485	-	2,485	3,142
Interest on Deposit Accounts	1,945	-	-	1,945	1,810
Other Receipts (FITS Income)	4,500	-	-	4,500	4,478
Sub total (Gross income for AR)	70,755	2,485	-	73,240	78,708
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	70,755	2,485	-	73,240	78,708
A3 Payments					
PPS & Computer	416	-	-	416	1,335
Telephone & Internet	1,285	-	-	1,285	794
Insurance	805	-	-	805	895
General Admin Costs	450	-	-	450	510
Subscriptions & Payments	844	-	-	844	840
Repairs & Maintenance	18,566	-	-	18,566	9,281
Petty Cash Sundries	211	-	-	211	240
Janitorial & Refuse	9,587	-	-	9,587	5,668
Cost of Fund Raising Events	-	-	-	-	-
ACCA Clubs	-	1,926	-	1,926	2,679
Wages, Salaries & Caretaking	22,928	-	-	22,928	23,056
Lighting & Heating	5,939	-	-	5,939	5,227
Water & Sewerage	1,242	-	-	1,242	961
Rates	1,898	-	-	1,898	1,844
Sub total	64,171	1,926	-	66,097	53,330
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Purchase of Fixed Assets (including fabrications)	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	64,171	1,926	-	66,097	53,330
Net of receipts/(payments)	6,584	559	-	7,143	25,378
A5 Transfers between funds	-15,640	15,640	-	-	-
A6 Cash funds last year end	105,799	87,531	-	193,330	167,952
Cash funds this year end	96,743	103,730	-	200,473	193,330

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

Categories

B1 Cash funds

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
current account	8,462	-	-
savings account	40,230	-	-
cambridge 95	42,002	-	-
cambridge 13 Mth	6,049	39,639	-
cambridge 1y	-	20,806	-
shawbrook	-	43,285	-
Total cash funds	96,743	103,730	-
<i>Total cash funds</i>	<i>OK</i>	<i>OK</i>	<i>OK</i>

(agree balances with receipts and payments account(s))

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-

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