

TRUSTEES' ANNUAL REPORT FOR THE PERIOD
FROM 1ST APRIL 2018 TO 31ST MARCH 2019

SECTION A

REFERENCE AND ADMINISTRATION DETAILS.

Charity Name Paxcroft Mead Community Centre

Registered Charity Number 1123423

Charity's Principal Address 17, Hackett Place,
Hilperton,
Trowbridge,
Wiltshire.
BA14 7GW

Names of the charity trustees who managed the charity.

Jonathan Hawkes	Chairman/Bookings	Whole Year	Elected
Rosemary Anne Hawkes	Secretary	Whole Year	Elected
Alan James Jales	Vice Chair/Maintenance	Whole Year	Elected
Mark Gamble	Member	Whole Year	Elected
Paddy Reeves	Maintenance	Whole Year	Elected
Alan Thirlwell	Maintenance	Whole Year	Elected

Names of Custodian Trustees.

Hilperton Parish Council	Whole Year
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SECTION B

STRUCTURE, GOVERNANCE AND MANAGEMENT

Description of Charity's Trusts.

Type of governing document: Deed of Trust dated 22nd January 2008

How the charity is constituted: Trust

Trustee selection methods: Election, Appointment, and Co-option

Additional Governance.

Training of Trustees: Induction Pack

SECTION C

OBJECTIVES AND ACTIVITIES.

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

The Property and the trust fund and its income shall be applied for the purposes of a community centre for the use of the inhabitants of the area of Paxcroft Mead without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

Summary of the main activities undertaken in relation to the above objects.

We have: -

- Managed and maintained the Community Centre for the benefit of the residents of Paxcroft Mead, and the wider community of Hilperton and Trowbridge.
- Facilitated the use of the Centre by and for the local community.
- Generated income in order to manage and maintain the Centre, through publicising and promoting the use of the Centre by residents, community and commercial organisations.
- Promoted the use of the Centre for events, such as family fun days, multi-cultural events and performance arts projects, all of the special benefit to the community.
- Promoted the community of Paxcroft Mead and its links with the wider local community through the Centre's web-site (www.paxcroftmead.org.uk).
- Ensured adherence, within the Centre, to health and safety guidelines.
- Liaised with representatives of external organisations, and other key partners, to ensure that the local area of the Centre (i.e. Hackett Place), and indeed the estate itself, continues to be a safe and pleasant environment.

We rented out rooms in the Community Centre, to groups, companies, and individuals, often for regular use but also for one-off events such as presentations and celebrations. Regular users include: -

Spurgeons Baby Clinic	Weekly Well Baby clinic
Tai Chi	
Zumba and Pilates Classes	Keep Fit/dance classes for all ages
Impax	Youth Club (part of Urban Saints)
Tumble Tots	Pre-school exercise/coordination activities
Baby Sensory Classes	Learning and development programme for babies
Karate	For children of all ages
Short Mat Bowls	Generally for adults
Football Factory	Football tuition for younger children
Coffee Club	Meet your neighbours - for adults
Mother and Toddlers Group	Mother and Toddlers get-together for games and coffee
Dance Classes	Young people
Aster Communities	Tenants meetings
Wiltshire Council	Young offenders case meetings and elections

The Mead Social Club also uses our premises and is an anchor tenant of the Centre.

SECTION D

ACHIEVEMENTS AND PERFORMANCES.

These were covered by the Chairman's annual report to the AGM, which is reproduced below: -

PAXCROFT MEAD COMMUNITY CENTRE. CHAIRMAN'S ANNUAL REPORT - APRIL 2018 to MARCH 2019.

We have had another good year at the Community Centre, maintaining a variety of regular users, party and commercial bookings. We have definitely benefited from the closure of other venues around Trowbridge. We continue to attract hirers from all over Trowbridge as well as from the surrounding towns in part due to the recommendation of the various activity providers such as About-a-Bounce, Bounceroo and Active Trowbridge etc.

The Community Centre continues to operate on a very sound economic footing as you will see from the audited accounts. We continue to keep our hire rates very low. We managed to keep our rates at the same level throughout the year but will almost certainly have to raise them in June 2020 to keep up with the rise of the fixed costs of running the Centre. Where we can, we have negotiated deals for our gas and electricity supplies which have helped. We are also grateful to Wiltshire Council for giving us maximum relief on the business rates.

The programme to replace any failing light fittings with LED replacements continues to result in a considerable reduction in maintenance overheads and is proving to be worth the investment. In the meeting room the old fluorescent fittings were replaced with LED panels and in the foyer, we are in the process of changing to recessed LED lights. These all provide a better light, cost savings and will not require any attention for many years.

The new door lock mechanism has been very successful allowing us to see when people have entered the building. The recent investment in an on-site server to control the system means that we now have a remote control facility that allows events to be monitored and the doors to be opened from anywhere if required. The same server also gives us more reliable remote access to the CCTV system.

Plans are still underway to refurbish both the men's and disabled toilets but progress has been slow. We will also look at refurbishing the ladies' facilities as well. We plan to carry out some remedial work in the men's toilets in early Summer 2019 to replace the rather smelly urinals.

I would like to record a big thank you to the members of the committee who have assisted with running the building and managing the booking meet and greets.

Alan Thirlwell continues to take the lion's share of welcoming visitors to the Centre along with Mark Gamble and Paddy Reeves.

I would particularly like to thank Alan Jales, for his hard work as Treasurer over the last two years. He has decided to give up that role, but I am pleased to say that Karen Pugh has agreed to return to the Committee and has taken over as Treasurer from last April. Happily, Mike Pugh has also agreed to re-join the committee.

We are fortunate to have such a strong team of volunteers willing to put in the time and effort to run the Centre so smoothly. We are still under strength and would welcome some new volunteers.

Jonathan Hawkes. Wednesday 31st July 2019

SECTION E**FINANCIAL REVIEW.**

We have continued building up our reserves by a reasonable amount and the financial position is sound. The accounts show a surplus of £3421 for the year.

With the Centre getting older, we expect to spend more on the renewal of various elements of the Centre. We continue our plan to become greener, continuing to install energy efficient lighting where practical and replacing the old and inefficient heaters. The ethos of establishing a substantial reserve will assist with this, although the Centre will apply for grant funding where possible.

SECTION G**DECLARATION.**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature 1



Full name

Jonathan Hawkes

Position

Chairman

Signature 2



Full name

Rosemary Anne Hawkes

Position

Secretary

Date

07/10/2019

Mike Denning Accountancy

Accountancy and Bookkeeping Services

26, Orchard Way, North Bradley, Trowbridge, Wiltshire, BA14 0SU

Tel' and fax (01225) 774371 Email : mikedenning61@gmail.com

PAXCROFT MEAD COMMUNITY CENTRE

REGISTERED CHARITY No. 1123423

ACCOUNTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31st MARCH 2019

PAXCROFT MEAD COMMUNITY CENTRE

REPORT OF THE ACCOUNTANT

In accordance with instructions given, I have carried out an independent examination of the accounting records shown to me and can confirm that an accurate record of the financial activity of the Association has been kept. From these records, and other information supplied, I have prepared accounts on a receipts and payments basis for the year ended 31st March 2019.

The Association received donations of £59.75 from coffee mornings, £750.00 from the Toddlers Group and £20.00 for the loan of tables. All were given with unrestricted use. Also, a £40.00 deposit refund cheque that had never been cashed can now be retained.

The Association has two bank accounts, both with CAF Bank (Charities Aid Foundation). The two accounts have combined funds of £40090.74.

The Association has assets in the form of equipment and furnishings which have a value of £19818.09. This value comprises of both actual and estimated cost. The assets are a mixture of purchased and donated items.

Due to the timing of the payment to Wiltshire Village Halls Association for the 2019/20 subscription, the cost of two years subscriptions are shown in this years accounts

The Association has known liabilities of £2295.00 made up of £2160.00 customer deposits held and £135.00 accountancy fees.

Date 29/5/19


Signed 

26, Orchard Way
North Bradley
Trowbridge
Wiltshire
BA14 0SU

MICHAEL F DENNING (MAAT)

These accounts were approved by the committee and signed on their behalf by the Chairman, Mr Jonathan Hawkes

Date 18/6/2019

Signed  (Chairman)

PAXCROFT MEAD COMMUNITY CENTRE

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31st MARCH 2019

	<u>Notes</u>	<u>2019</u>	<u>2018</u>
		£	£
<u>RECEIPTS</u>			
Lettings		21026	21248
Deposits taken (refunded or still held)		4954	5047
Deposits taken (retained for damage)		61	40
The Mead Club		1200	1200
Donations/Grants received with restricted use		0	0
Gifts/donations (unrestricted use)		870	1126
Fundraising		0	0
Sale of assets		0	0
Bank interest		35	15
		<u>28145</u>	<u>28676</u>
<u>PAYMENTS</u>			
Deposit refunds		5162	4699
Administration	1	1447	1373
Equipment	2	246	557
Building expenses	3	5002	3686
Cleaning and hygiene	4	6330	6852
Utilities	5	6246	5688
Advertising, website and fundraising	6	40	40
Accountancy		135	135
Bank charges		65	65
Other	7	1	2294
		<u>24674</u>	<u>25388</u>
SURPLUS / DEFICIT FOR THE YEAR		£ 3471	3288

PAXCROFT MEAD COMMUNITY CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2019

	<u>2019</u>	<u>2018</u>
	£	£
<u>PAYMENTS</u>		
1 Administration		
Mileage allowance	0	0
Use of home allowance	0	0
Postage, stationery and computer expenses	111	34
Subscriptions	100	40
Licenses	511	609
Telephone	725	690
	<u>1447</u>	<u>1373</u>
	<u>£ 1447</u>	<u>1373</u>
2 Equipment		
PAT & microwave testers	0	299
Easels	0	44
Kitchen bin	0	119
Outdoor ashtray	0	95
Chair trolley	216	0
Shredder	30	0
	<u>246</u>	<u>557</u>
	<u>£ 246</u>	<u>557</u>
3 Building Expenses		
Insurance	1384	1460
Repairs, renewals and maintenance	2416	863
Safety compliance (Fire/H & S)	378	367
Security	825	997
	<u>5002</u>	<u>3686</u>
	<u>£ 5002</u>	<u>3686</u>

PAXCROFT MEAD COMMUNITY CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2019

	<u>2019</u>	<u>2018</u>
	£	£
4 Cleaning		
Contractors and materials	1129	2060
Labour	4781	4320
Waste disposal	<u>421</u>	<u>472</u>
	£ 6330	6852
	<u><u> </u></u>	<u><u> </u></u>
5 Utilities		
Electricity	2616	2877
Gas	2986	2289
Water	<u>644</u>	<u>522</u>
	£ 6246	5688
	<u><u> </u></u>	<u><u> </u></u>
6 Advertising, website and fundraising		
Leaflets and flyers	<u>40</u>	<u>40</u>
	£ 40	40
	<u><u> </u></u>	<u><u> </u></u>
7 Other		
Gifts	0	60
Transfer to Mead Club for new furniture	0	2000
PAT tester training	0	234
Consumables	<u>1</u>	<u>0</u>
	£ 1	2294
	<u><u> </u></u>	<u><u> </u></u>

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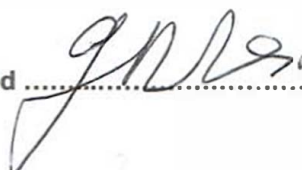
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