



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2018		31	12	2018

Section A Reference and administration details

Charity name

Druitt Hall Community Association

Other names charity is known by

-

Registered charity number (if any)

1157590

Charity's principal address

Druitt Hall

High Street

Christchurch

Postcode

BH23 1AB

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	Christopher Guest	Chair		
2	Martin Vieyra	Treasurer		
3	Carolyn Guest			
4	Annette Hawksworth		To 14 February	
5	Katie Hawksworth			
6				
7				
8				
9				
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

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Appointed by 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.

Early in 2018 it was suspected that a pre-existing deformation of the shape of the roof (present since before our being constituted) was becoming more pronounced. A local independent surveying practice was engaged and, following their report, Trustees felt there was no option but to close the building to the public in March. Some timbers and joints in the roof structure were found to be failing.

We went to some lengths to help our regular hirers find immediate alternative accommodation, which seems to have been appreciated. It is worth noting that this closure impressed upon our hirers how scarce alternative facilities are in the town and immediate area.

A structural engineer was engaged who provided a solution by way of 'reinforcement' of the structure. Landlord and statutory permissions were obtained, health and safety protocols established (including air-sampling) and a competent contractor was engaged. We took the opportunity to install thermal insulation into the roof-space which has had a noticeable effect on comfort and heating costs. The building was re-opened for use in June.

The cost of the remedial works exhausted the funds which had been passed to us from an earlier appeal to fund a new building, which we were holding for improvement/replacement of this building.

Since re-opening, usage of the hall recovered and continued to grow.

An increase in hire rates was applied in January. The Trustees are mindful of both the relatively low hourly-rate previously charged by the local authority (ie before our lease) and the then poor condition of the facilities. The Trustees have overseen a substantial improvement in the facilities and have sought to ease our rates up toward a 'market-level', sufficient to cover operating costs and immediate repairs and improvements. Funding of a replacement building

<p>is not a practical proposition out of hire-income so that alternative funding would need to be obtained. The Trustees recognise that additional skills / expertise in obtaining in funded is needed.</p> <p>We continue to emphasise to hirers and volunteers, as noted in 2017, that operating and maintenance/improvement costs would be substantially higher but for the time given freely by volunteers.</p> <p>Regular cleaning of the building interior continues to be satisfactory as does the arrangement with the Regent Centre for management of bookings. The amount of scarce volunteer-time saved and the reduction of pressure on the Trustees themselves has proved most valuable.</p> <p>The loss of the facility for a few months seems to have encouraged hirers to be more observant of their hire-periods than previously. A hirer's meeting was held to emphasise the importance of this, not least in respect of security, health and safety, and our planning of maintenance works.</p> <p>Some repairs to the external walls were carried out (rear wall) but more remains to be done. The state of the metal windows continues to give concern: they need to be replaced but funding of that is beyond our current means.</p> <p>The terms of the draft revised lease was accepted by Trustees but, following the problem with the roof, a 'letter of comfort' was sought from the landlord in order to clarify that DHCA are not to be held financially responsible for the (65-year old) roof coverings in the event of their failure. This was accepted in principle by Christchurch Council. The formal new lease was not received during this year, no doubt delayed by the proposed merger of the Council with two other local authorities. The Trustees remain confident that this will be put in place before the official merger is in place.</p> <p>We continue to hold a cash reserve to cover both the period of operating costs recommended by the Charity Commission and an ongoing indeterminate liability to business rates. We continue to pursue the question of the business rates, and have responded to the one Valuation Office enquiry on this.</p> <p>During the year the number of trustees decreased to four.</p> <p>We continue to hold regular trustee meetings and maintain an emphasis on collective decision-making and responsibility.</p>

Section C	Objectives and activities
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Summary of the objects of the charity set out in its governing document

<p>To benefit the residents of Christchurch (Dorset) and neighbouring areas, without distinction, by associating together the said residents, and voluntary and other organisations in a common effort to provide facilities for recreation, health and fitness, education, leisure time occupation, community meetings and activities, with the objective of improving quality of life and enhancing community activities.</p> <p>To accumulate funds for the building of a replacement Community Hall centred on the footprint of the existing hall and to build such when funds allow.</p> <p><i>(from the constitution)</i></p>

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)

During the year the number of trustees has decreased from five to four.

We continue to hold regular trustee meetings (seven in 2017) and keep an emphasis on collective decision-making and responsibility.

Protects and enhances the existing building

The Trustees continue to give due regard to the guidance issued by the Charity Commission both in formulating policy and in exercising their powers and duties, notably in the procurement of services for works to the building and in the administration of the use of the building.

For the public benefit the Association continues to demonstrate that there is a financially-sustainable demand for this facility, operating within the terms of the lease.

The conversion of a storage room into an equipment store / office has been commenced.

Runs the hall as a community centre

The regular testing of equipment, fire detection, safety lighting etc continues.

Groups using the hall at the end of 2018 include:

- A twice-weekly table tennis club
- Local resident's association (monthly)
- Local Labour Party meetings monthly)
- Weekly fitness class
- Women's Institute x 2 groups (monthly)
- Aviation society meeting (monthly)
- Dog training classes (weekly)
- Local produce / craft market (weekly)
- Tabletop / craft markets (one weekly, one monthly)
- Life-drawing class (monthly)
- Psychic readings (one to one, weekly)
- Children's dance, play and activities session (weekly)
- Brendoncare 'Variety Club' for older folk (weekly)
- Women's League of Friendship (fortnightly)
- Health & Well-being Fair (monthly)
- Sundry / occasional resident's association AGMs, private parties, drama rehearsals

The success of the hall in attracting users continues to require careful and proper management of maintenance and improvement works so as to minimise disruption to hirer's activities and health and safety risks to anyone present in the facility.

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.

As noted above, time given by volunteers continues to make a crucial contribution to the maintenance and improvement of this facility.

The Trustees are aware of the need to encourage participation by more volunteers and the need for additional skills in (eg) grant-funding. It is planned to fund and out-source more of the maintenance / improvement works in future.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

The safe repair of a failing roof structure.
Retention of existing users and the gaining of additional hirers continues.
New and frequent enquiries about hiring continue to be received.

The satisfactory performance of the charity in continuing to maintain this community facility is evidenced in the financial figures below.

Section E

Financial review

Brief statement of the charity's policy on reserves

It remains the charity's policy to hold in reserve as a minimum, an amount equivalent to 6 months' operating costs (held at end of year: £10,800).

A further reserve is held in respect of a possible liability to council tax (held at end of year: £4000). The amount due and any discounting of this charge by the council still remain to be established.

The amount held in respect of returnable deposits for keys was £230

The amount of £5000 was reserved for the improvement of a storeroom. The amount of £2000 was reserved for floor repairs.

The amount held at the bank at the end of the year was £22,546

The construction of a replacement hall remains a long-term aim of the constitution but other, more immediate, improvements to the existing are kept under consideration.

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.

The principal income for the operation of the hall is from hiring, which continues to be at a surplus over outgoings.

The extended lease remains unsigned as explained above. General enquiries and research on grant funding have been made but no serious progress can be made until the lease is in place and additional expertise found.

The Trustees remain mindful that large spending-commitments on works to the existing building may not be to the public benefit, given the age of the building and the stated second objective in the constitution.

Section F

Other optional information

Our aims for the coming year are:

- to review and determine whether certain services (eg janitorial) should be 'out-sourced' rather than rely on the current volunteers
- to identify and obtain additional skills at trustee- (or consultant-) level in respect of funding and marketing
- to review/update hiring terms and conditions
- to review hire rates to increase income to approach more closely the 'true' operating costs
- to review letting period policy (eg hourly vs sessional periods) with a view to
 - reducing over-running by hirers
 - increasing control of known occupation by hirers (which is given on an "honesty-box" principle) for security and safety reasons as well as to allow management of maintenance procedures
- to improve storage facilities both for hirers and DHCA

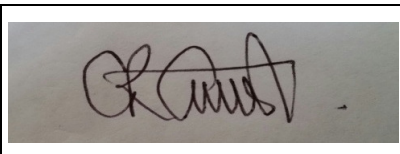
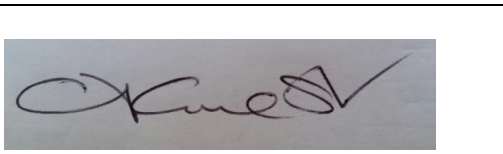
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Christopher Roy Guest	Carolyn Jane Guest
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Position (eg Secretary, Chair, etc)

Chair	Trustee
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Date

24/10/19



CHARITY COMMISSION
FOR ENGLAND AND WALES

Druitt Hall Community Association

1157590

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/01/2018		31/12/2018

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	989	600	-	1,589	1,283
Hire of Hall	13,735	-	-	13,735	19,451
Electricity - Transfer from U3A	746	-	-	746	333
Fundraising Events	85	-	-	85	30
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	15,555	600	-	16,155	21,097
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	15,555	600	-	16,155	21,097
A3 Payments					
Repairs and Maintenance	13,607	25	-	13,632	1,980
Cleaning and Consumables	2,366	-	-	2,366	3,608
Telephone, Internet & Postage	999	-	-	999	1,022
Water & Sewerage	505	-	-	505	307
Insurance & Safety	1,146	-	-	1,146	1,955
PRS-PPL Licence	108	-	-	108	447
Electricity	2,516	-	-	2,516	2,443
Admin & Stationary	1,663	-	-	1,663	1,074
Improvements	-	600	-	600	-
Sub total	22,912	625	-	23,537	12,836
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	22,912	625	-	23,537	12,836
Net of receipts/(payments)	- 7,357	- 25	-	- 7,382	8,261
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	29,731	197	-	29,928	-
Cash funds this year end	22,374	172	-	22,546	8,261

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	Bank Account	22,546	-	-
		-	-	-
		-	-	-
	Total cash funds	22,546	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
	Rates Liability	Unrestricted	4,000	
	Key Deposits	Unrestricted	230	
	Contingency (6 months operating costs)	Unrestricted	10,800	
	Storeroom refurb	Unrestricted	5,000	
	Floor Repairs	Unrestricted	2,000	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



CHARITY COMMISSION
FOR ENGLAND AND WALES

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PRS-PPL Licence	108	-	-	108	447
Electricity	2,516	-	-	2,516	2,443
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		-	-	-
		-	-	-
		-	-	-
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	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK

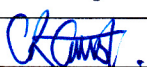
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Rates Liability	Unrestricted	4,000	
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Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	CHRISTOPHER ROY GUEST	22/5/19