



Trustees Annual Report

for the period 1st March 2020 to 28th February 2021

A Reference & Administration

Charity Address:	Hamsteels Community Centre Western Avenue Esh Winning Co. Durham DH7 9LS
Charity Trustees:	Mr MA Burnard Mrs SA Burnard (Chairman) Miss A Chisholm Mrs N Chisholm Mrs R Makepeace (Secretary) Mr D Walker (Treasurer) Mr D Wilson

B Structure, Governance & Management

Type of Governing Document:	Constitution
How Charity is constituted:	Association
Trustee selection methods:	Trustees are appointed, in the case of the Chairman, Secretary and Treasurer by election at the Annual General Meeting, together with 12 other elected Trustees. Each recognised section is able to appoint 2 Trustees, each affiliated organisation is entitled to appoint 1 trustee and the Local Authority 2 Trustees. Further Trustees may be co-opted.
Additional governance issues:	Trustees are currently looking to review and update the Association's governing document using the Charity Commission's model constitution so that it better meets today's needs.

C Objects & Activity

Objects of the Charity:	(i) To promote for the benefit of the inhabitants of Hamsteels Housing Estate and the neighbourhood (the 'area of benefit') without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of
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social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

(ii) To establish or secure the establishment of a community centre/village hall and to maintain and manage or cooperate with any statutory authority in the maintenance and management of such a centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

(iii) The Association shall be non party in politics and non sectarian in religion. The Association shall have power to affiliate to the National Federation of Community Associations, the Durham County Federation of Community Organisations and to other organisations with similar charitable objects.

Summary of activities undertaken for public benefit:

We have operated the community centre for the benefit of the local community and the wider public.

Activities taking place include karate, bowls, line dancing, exercise classes, history group, sugarcraft, indoor kurling, arts and crafts, bingo, baby and toddler sessions as well as activities such as Stop Smoking.

Trustees have had regard to the guidance on public benefit issued by the Charity Commission in relation to these activities.

Additional details on objectives and activities:

The covid-19 pandemic lead to the community centre being closed for large parts of the year and, at times when permitted to open, restrictions in place severely limited the activities that could take place.

D Summary of main achievements during last year

The covid-19 pandemic had a major impact on us as the community centre was closed during lockdown periods and, when allowed to open, restrictions in place

had a severe impact on the activities which could take place.

In the earlier part of the year, trustees and volunteers had planned a wide range of activities and events to benefit the local community and a huge amount of effort then was put in to rearranging and reorganising many of these events to future dates and times.

Over the summer period we undertook a community survey to find out the types of activities people would like and looked to introduce these in a safe way eg film shows were suggested by a number of people and, as they were something which could take place in a socially distanced manner with additional precautions we were able to successfully introduce these in the autumn.

We tried our best to continue to offer support to the local community during this difficult time as well and were able to re-arrange our community Christmas dinner as a take-away event and also managed to organise a visit from santa for local children.

Finally, during the year it was decided to undertake a complete renovation and renewal of the community centre's kitchen and redecoration of various rooms. An architect was instructed to draw up plans for which quotations were sought and funding applied for with the work commencing in March 2021.

E Financial Review

Policy on reserves:

We hold £6,000 of restricted reserves.

Unrestricted reserves are held in the sum of £2,000 to cover unforeseen expenses such as the breakdown of a major item of equipment such as the cooker or hearing loop system.

In addition to the above, the Trustees also consider it prudent to retain a level of 'free' unrestricted reserves with which to cover running costs and manage cash-flow. Many items of expenditure vary from month to month such as utility costs or may only occur infrequently such as the annual renewal of the insurance

premium of annual serving of building systems. For this purpose, Trustees maintain a level of reserves sufficient for this purpose.

These reserves are in the sum of £3,000.

In view of the above, Trustees have concluded that these sums are adequate for the Charity's needs at the present time. The sums and this Policy in general will be reviewed annually or more regularly should circumstances require.

In view of the current uncertainty around covid-19, the potential for further closures and restrictions, Trustees have considered the reserves policy and decided it appropriate to increase the level of funds held to provide increased certainty in the event of income reducing, some users not returning or increased costs as result of the pandemic.

Trustees intend to reconsider the level of reserves held throughout the forthcoming year to ensure they are at a sustainable and appropriate level.

Further details:

Principally income this year had been in the form of covid support grants from the local authority, these coming to around £21,000, while around £9,000 was received in Lottery funding to support our work which had been affected by the pandemic; this was used to support running costs, introduce new activities eg film shows, and for the purchase of equipment for the centre.

Major expenditure during the year was, in general, linked to work required as a result of the pandemic. Substantial work was undertaken to the entrance/reception area to create a covid-secure reception area to protect both volunteers and centre users, while further expenditure was incurred on items such as divider screens, devices to hold open fire doors, hand sanitiser and dispensers and similar.

Development work for the kitchen renovations was also included within expenditure, this mainly being linked to the costs of the architect and building

regulations submissions to the local authority. In relation to the accounts, an amount of funding was received within the year 2020/2021 towards the kitchen project, however this will be spent during the year 2021/2022 as the work is due to commence in March 2021.

Finally, during the periods of closure, various rooms were redecorated with costs being incurred on the likes of paint and materials, although the work itself was completed by volunteers.

F Other Information

Further optional information:

The Trustees would like to record their thanks and appreciation to all the volunteers who have worked tirelessly in difficult and uncertain times to ensure the survival of the community centre in trying to continue to support the local community in such strange times.

All work carried out by the trustees and volunteers, many hundreds of hours over the year, has been unpaid and done with goodwill, good humour and in many creative, new and different ways.

G Declaration

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

Signed on behalf of the Trustees

Name: Rhoda MAKEPEACE

Signature: 

Chairman/Secretary/Treasurer

Name: DAN WALKER

Signature: 

Chairman/Secretary/Treasurer

Dated: 7/8 2021

Hamsteels

Community Hall Association

Charity No. 1023749



Accounts for the period 1 March 2020 - 29 February 2021

	RECEIPTS	PAYMENTS
Activities	142.75	
Bank Interest	2.65	
Bar	54.75	
Building Facilities/Services		72.36
Card Fees		12.27
Catering	105.12	118.80
Cleaning		217.51
Equipment		577.43
Events 20-21	496.64	44.50
Funding	11,503.96	2,959.28
Hire & Lettings	3,623.02	
Insurance		358.14
Licences/Alarms etc		1,537.67
Misc Expenditure		5,690.55
Misc Income	150.00	
Misc Income: Covid Support	21,641.71	
Projects		1,814.00
Stationery		303.01
Utilities	108.91	2,185.00
Total	37,829.51	15,890.52
Balances at 28 February 2021		
Current Account	23,501.52	B/F from 2019/2020 13,237.04
Deposit Account	11,266.21	Add Receipts 37,829.51
Float	30.00	Less Payments -15,890.52
Cash - Bar	300.00	
Cash - Kitchen	78.30	
Balance	35,176.03	35,176.03

Signed on behalf of the Trustees

Signed:

Chairman/Secretary/Treasurer

Dated:

7/8/21

Signed:

Chairman/Secretary/Treasurer