



Hersden Community Centre

Hersden Neighbourhood Centre Association
The Avenue, Hersden, Canterbury, Kent, CT3 4HL

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Agenda for 2022 AGM.

Date of AGM: Tuesday 24th May 2022

Time of Meeting: 10am

Location of Meeting: Hersden Community Centre

1. Apologies for Absence
2. Minutes from the last meeting
EGM 11/10/2021
4. Finances for Year ending 2021
To view presented accounts and sign off.
5. Reports
6. Meeting Closed

Minutes from the HNCA committee meeting on Monday 11th October 2021 held at Hersden Community centre.

Attendee's: Andrea Brabham, Georgina Glover, Elsie Edwards, Gill Waite, Jack Brabham.

Apologies from Dawn, (with approval of the accounts), Ross, Hazel

Minutes from the last meeting, 24/4/2021 were agreed as a true record. Proposed by Elsie and Seconded by Georgina.

Matters Arising

Play and Stay, the organisers children are now too big for this group, so they cannot run it anymore, Gill to seek funding to restart this.

Rose Bush – has been ordered

Wet room – David is painting and Regency are now sorting the floor for the same price.

Lunch club- Is no longer soup and a sandwich it will be fish and chip Friday with everything being cooked to order and in boxes which enables diners to take away with them if they wish.

Flat Roof- The grant applied for was declined , Gill to use inside Track and find alternative funding. Acoustic boards in hall Gill is applying to the Viridoor foundation to fund this on recommendation of the acoustics report.

Jack has applied to Screwfix to renew the kitchen floor.

Finances

Amended report to put Andreas as the chair person, Jacks name was on the report as chair. This to be rectified for signing.

Income £44,049.50

Expenses £43,320.74

Credit of £728.76

Elsie wishes to express gratitude of thanks to jack for ensuring all grants were applied for and received throughout the pandemic.

2021 Accounts are in the process to moving to Xero accounts package.

Staffing was discussed under confidential Minutes.

Andrea proposed to purchase Mark Quinn a bottle of Champaign to say thank you for the recent repairs to the hall.

Whiteboard

Purchase of a Marquee, because of the hall not being big enough to accommodate all stalls and social distancing. Purchase cost of £1694 was equivalent of hiring one three times. The only stipulation agreed on this purchase is that it's for HNCA use only.

Purchase of additional salt bins and a grit spreader at around £305.00 was agreed

Georgina proposed to install ducting to put an exterior socket by the miner carving.

Meeting Closed
12:04pm



Handwritten signature and date: 24/5/2022

**HERSDEN NEIGHBOURHOOD CENTRE ASSOCIATION
ANNUAL REPORT TO ACCOMPANY THE ACCOUNTS
YEAR ENDING 31ST DECEMBER 2021**

After a difficult year with the Pandemic in 2020 and more restrictions closing the business for the first part of 2021 we managed to open the doors, slowly welcoming back the public and the user groups and finally able to carry out some events and bring some much needed money back in.

This year has been very trying both financially and mentally, with the new normal everyone is talking about and the social distancing, restricting what we can do. We have unfortunately lost a lot of our service users, so much that we had to make a radical decision and close the lunch club as we knew it. Lots of discussion took place on what to provide to our users and a decision was agreed to purchase new kitchen equipment and freezers enabling food to be cooked to order, reducing wastage and costs. Although this year there was a considerable expense on the kitchen and stock, it seems the kitchen is better setup for our fundraising events and should bring even more funds back in covering this expense.

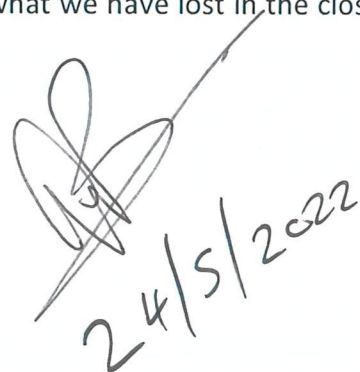
We are desperately seeking new trustees, and volunteers who are able to help both with the secretarial administration and hands on especially for events, the centre is running with a small team working together holding it all together and does need more support. The charity shop is doing very well now supported by dedicated volunteers and running on a 100 percent donation basis bringing in weekly revenue and providing a vital service to our local community.

The accounts for 2021 have finally gone cloud based and we are using Xero, this was fairly complex to setup for our needs, but seems to be working very well. There are still lots of things we have to learn and the accountant I'm sure is probably ready to change his number and run as far away as possible. The support we have had in this transition from spreadsheets has been amazing from Hilary Adams especially Michael!

The most important bit of the report figures, the income £43,089.34 and expenses £45,332.65 resulting in a deficit of 2,243.31 Considering the year that we've had the deficit is not a surprise but it's certainly better than we were expecting!

Going forward into 2022, we need to look at ways of increasing income and hiring the less used rooms on a more commercial basis again, to recover what we have lost in the closures and the decreased government support.

Andrea Brabham
HNCA Chair Person 2021



Handwritten signature and date: 24/5/2022

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
HERSDEN NEIGHBOURHOOD CENTRE**

We report on the projected Income and Expenditure Account of the Association for the year ended 31 December 2021.

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 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the 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 you as 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 our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Hilary Adams Ltd
Chartered Accountants
158 High Street
Herne Bay
Kent
CT6 5NP

Date: 20 April 2022



Handwritten signature and date: 24/5/22.

Balance Sheet

| | 2021 | 2020 |
|-------------------------------------|-------------------------|-------------------------|
| <u>Current Assets</u> | | |
| Cash in hand | 4,702.76 | 1,250.36 |
| Cash at bank | <u>64,713.04</u> | <u>69,442.77</u> |
| | 69,415.80 | 70,693.13 |
| Debtors | 65.49 | 1,498.12 |
| Prepayments | <u>0.00</u> | <u>0.00</u> |
| | 65.49 | 1,498.12 |
| Total Assets | 69,481.29 | 72,191.25 |
| <u>Current Liabilities</u> | | |
| Creditors | 0.00 | 0.00 |
| Accruals | <u>914.01</u> | <u>1,380.66</u> |
| | 914.01 | 1,380.66 |
| Total Net Assets | <u><u>68,567.28</u></u> | <u><u>70,810.59</u></u> |
| | 0.00 | |
| Represented by the following funds: | | |
| <i>Unrestricted Funds</i> | | |
| General Fund | 40,163.24 | 41,714.67 |
| Troy's Travels | 6,723.58 | 7,231.94 |
| Majorettes | 2,368.89 | 2,241.89 |
| Cross Stitch | 581.98 | 512.73 |
| Senior Citizens / Lunch | 132.04 | 905.98 |
| Senior Youth & Junior Youth | 1,086.70 | 1,086.70 |
| Friday Café | 1,695.68 | 1,695.68 |
| Art Club | 3,233.80 | 2,789.63 |
| Community Put Back | <u>12,581.37</u> | <u>0.00</u> |
| | 68,567.28 | 58,179.22 |
| <i>Restricted Funds:</i> | | |
| Minibus Fund | 0.00 | 12,631.37 |
| Community Centre | <u>0.00</u> | <u>0.00</u> |
| | 0.00 | 12,631.37 |
| TOTAL FUNDS | <u><u>68,567.28</u></u> | <u><u>70,810.59</u></u> |


 24/5/22

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| | Unrestricted Funds | Restricted Funds - Minibus | Restricted Funds - Community Centre | Total Funds 31.12.21 | Total Funds 31.12.20 |
|---------------------------------|-----------------------|----------------------------------|--|-------------------------------------|----------------------------|
| Hall & Room Hire | 5,589.05 | | | 5,589.05 | 10,759.23 |
| Fees | 0.00 | | | 0.00 | 228.50 |
| Art Club | 551.50 | | | 551.50 | 172.50 |
| Lunch Fees | 373.00 | | | 373.00 | 420.00 |
| Troy's Travels | 405.00 | | | 405.00 | 764.34 |
| Grants & Donations | 35,104.70 | | | 35,104.70 | 30,547.76 |
| Fund Raising | 0.00 | | | 0.00 | 933.96 |
| Cross Stitch | 634.15 | | | 634.15 | 10.75 |
| Sundry Income | 304.94 | | | 304.94 | 0.00 |
| Majorettes | 127.00 | | | 127.00 | 50.00 |
| Mini Bus Fund | 0.00 | | | 0.00 | 50.00 |
| Friday Café | 0.00 | | | 0.00 | 112.46 |
| Total Incoming Resources | 43,089.34 | 0.00 | 0.00 | 43,089.34 | 44,049.50 |
| Staff Costs | 25,434.11 | | | 25,434.11 | 25,037.35 |
| Repairs & Maintenance | 8,042.07 | | | 8,042.07 | 6,968.24 |
| Licences | 159.52 | | | 159.52 | 504.00 |
| Security | 346.20 | | | 346.20 | 651.26 |
| Insurance | 1,651.97 | | | 1,651.97 | 1,202.59 |
| Light & Heat | 2,842.90 | | | 2,842.90 | 2,719.38 |
| Communications | 594.48 | | | 594.48 | 752.18 |
| Water & Rates | -365.17 | | | -365.17 | 954.91 |
| Cleaning | 87.54 | | | 87.54 | 324.07 |
| Office Supplies | 250.06 | | | 250.06 | 394.38 |
| Lunch Club | 1,302.02 | | | 1,302.02 | 385.64 |
| Miscellaneous Expenses | 1,199.19 | | | 1,199.19 | 303.91 |
| Art Club | 62.33 | | | 62.33 | 44.99 |
| Cross Stitch | 0.00 | | | 0.00 | 0.00 |
| Fund Raising | 3,140.40 | | | 3,140.40 | 1,626.51 |
| Professional Fees | 330.00 | | | 330.00 | 330.00 |
| Majorettes | 0.00 | | | 0.00 | 0.00 |
| Troy's Travels | 255.03 | | | 255.03 | 1,029.14 |
| Friday Café | 0.00 | | | 0.00 | 42.19 |
| Mini Bus Fund | 0.00 | | | 0.00 | 50.00 |
| | 45,332.65 | 0.00 | 0.00 | 45,332.65 | 43,320.74 |
| Net Incoming Resources | -2,243.31 | 0.00 | 0.00 | -2,243.31 | 728.76 |
| Transfers between funds | 12,631.37 | -12,631.37 | 0.00 | 0.00 | 0.00 |
| Balance b/f | 58,179.22 | 12,631.37 | 0.00 | 70,810.59 | 70,081.83 |
| Balance c/f | 68,567.28 | 0.00 | 0.00 | 68,567.28 | 70,810.59 |


 24/5/2022