



**Belvoir Community Association
Trustee Annual Report
For the period 1st November 2022 to 31st October 2023**

Introduction

This report outlines the status and condition of Belvoir Community Association during the financial year from 1st November 2022 to 31st October 2023.

Administrative Details

- **Charity Name:** Belvoir Community Association
- **Charity Number:** 102392
- **Principal Address:** Belvoir Community Association, 8 Drumart Square, Belfast, Belvoir Estate, County Antrim, BT8 7AG
- **Governing Document:** Constitution adopted 30/12/1899

3. Trusteeship During the Reporting Period

During the reporting period, the Association was in a dormant state. Several longstanding trustees had sadly passed away, while others had become unable to continue their roles due to age or ill health. As a result, no formal trustee meetings took place, and the charity did not engage in any activities, hold events, or receive or spend any funds during this time besides from banking fees stated in our accounts report. There were **no operational activities or public benefit services** carried out by the charity during this period.

Rebuilding plan for Belvoir Community Association

As the current and sole person now involved with the Belvoir Community Association I will be undertaking the necessary steps to rebuild the organisation as well as restore its governance in full compliance with our constitution and relevant charity regulations. Due to the charity becoming dormant due to key figures becoming deceased, and others unfit to continue the work involved has resulted in the BCA being left with no functioning management committee in place.

Constitutional Authority For Rebuilding

Clause 4.3 of our constitution allows us to co-opt further members. The co-opted members will be individual members or affiliated members whom will serve until such as time as their specific purposes for which they were co-opted for has been met. This allows us to restore to restore the committee to its minimum required size.

Clause 5.4 confirms that the proceedings of the committee shall not be invalidated by any temporary failure in election or appointment processes. This legitimises the action taken during this rebuilding phase, despite the current absence of a formally elected committee.

Proposed Steps

1. **Formation of Pro Tem Committee:** Acting as the sole current participant, I will initially assume the role of acting of Chair and co-opt a minimum of four additional members from the community to meet our constitutional requirement of a minimum five-member committee (Clause 4.1)
2. **Committee Meetings and Appointments:** The newly co-opted committee will convene to formally appoint a Chairman, Honorary Secretary and Honorary Treasurer as specified in Clause 4.4.
3. **Membership Recruitment:** Membership applications will be setup and open to individuals living or working in the area of benefit, consistent with Clause 3.1, thereby rebuilding a base of individuals and affiliated members.
4. **AGM's:** Once the committee is fully functional and the membership base are established, we will organise an Annual General Meeting where all members will be elected by the association in accordance with Clause 4.2
5. **Ongoing Governance:** The committee will be ensuring to have regular meetings, maintain minutes, comply with financial reporting and auditing requirements, and adhere to all other constitutional and legal obligations.

The plans presented above will ensure that the BCA will continue to act in an orderly and lawful manor during the revival process by working in accordance to the guidelines set out in our constitution and good governance practices.

Signed on behalf of the Trustees

Name: Mr Jason Downey

Role: Acting Chairperson

Date: 31/07/2025