

BOURNE END (BUCKS) COMMUNITY ASSOCIATION
Trustees' Annual Report for 2016

Legal and Administrative Information

Charity Trustees

The Community Association is administered by a Council of Managing Trustees, who are all unpaid, comprising of representatives of Association Sections, Affiliated Group members, local statutory authorities and Association members.

As at 31st December 2016 the Managing Trustees were:

Officers:

President:

Secretary: Myra Hurley

Treasurer: Trevor Quantrill

Chairman: Jeremy Ilic

Vice-Chairman: David Foster

Other Trustees:

Mr R Savin, Mr D Gibson, Mr D Langford, Mr G Johnson, Mrs J Hyde, Mr P Webb, Mr B Hudson, Mrs F Poulsen, Mr M Appleyard, Mrs S Wagner, Mrs C Hayes, Mrs S Smith, Mrs L Hutton, Mrs B Penfold, Mr G Bourne, Mrs C Houchin, Ms S Hammerlindl, Mrs P Semon, Mr C Jackson, Mr P Robins, Mr J Marsh, Mrs H Ilic, Ms H Rathbone, Mrs V Clarke, Mr S Hyde, Mr M Judge, Dr D Fergusson, Ms J Cottrell, Mr Stacey, Ms K Larkin, Ms A Arton, Mrs B Stewart, Mr B Allen, Mr R Crouch, Mr R Wort, Mr K Tomkins, Mr G Parker, Mrs L Robinson, Mrs L Manning, Mr C Gwilliam, Mrs S Little

The Managing Trustees meet quarterly. Routine matters are delegated to the Executive Committee which meets monthly (except August and December) and consists of the Officers and up to 18 other Council members.

Address

Bourne End Community Centre, Wakeman Road, Bourne End, Bucks SL8 5SX

Independent Examiners

R J Fordham & Co, 9 Wootton Road, Henley-on-Thames, Oxon, RG9 1QD

Bankers

The Co-operative Bank, PO Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

Status and Administration

The Association is registered in England and Wales with the Charity Commission (No 300236) and governed by constitution which was last amended on 14th April 2003.

The Association owns The Community Centre Ltd, with the shares issued in the company held in trust for the Association by Mr D Foster and Mr J Ilic. This company operates the trading activities of the Association, chiefly a licensed bar.

The Community Centre

The Association manages Bourne End Community Centre which was opened in 1967. The Centre building and land is leased from Buckinghamshire County Council on a 99 year lease at a peppercorn rent. This property is held in trust by the Official Custodian for Charities.

The Association has 3 employees - one full-time and another part time both working in the Centre Office providing administrative and facilities support and a part-time janitor who works three mornings a week. Additional cleaning is provided through an agency contract. The Association depends upon the continuing support of volunteers from all parts of the community for all mother support and management.

The Association's aim has always been to provide first class facilities at affordable prices for voluntary organisations serving the local community. Today our halls and meeting rooms are filled with the sound of music, drama, sport, exercise and historical research – undertaken by groups from pre-school age to ‘seniors’. We are also delighted to continue to play host to Headway, the charity helping those who have suffered brain injury.

Charitable Objectives

The objects of the Association are to:

- (a) promote the benefit of the inhabitants of Bourne End & Wooburn and the neighbourhood together defined by Wooburn Parish (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- (b) establish, or secure the establishment of, a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.
- (c) promote such other charitable purposes as may from time to time be determined.

Review of Activities and Achievements

Projects and Maintenance 2016

In May 2016 we installed a new boiler for the front part of the building.

We undertook a fire risk assessment survey of the building and various recommendations were made as a result. Following these the recommendations we have installed a Euro Wicket Door into the existing roller shutter door for the scene dock, reduced/removed stored flammable materials, improved signage in the Centre, designated smoking areas, moved the waste bins and fitted 6 Dorguard retainers, which will ensure that fire-doors to the kitchen, kitchenette and chair store automatically close when the fire alarms are sounded. Our fire alarms have been

reconfigured so that if one is activated it will automatically set off the other and so providing a much better audible warning to people throughout the Centre as well as improving the operation of the Dorguards.

During a regular clear out of the scene dock woodworm was found and consequently we have had treated the affected area and also had some floorboards replaced.

Maintenance of Garden

The garden in front of the Centre is being kept in good order by Kevin Riddle. Headway is maintaining the raised garden which is by the external entrance to the Eghams Room. We thank both of them for making the Centre front look very colourful.

Activities 2016

There were regular weekly and monthly events throughout the year including table top sales, jazz, dance classes, chess, short mat bowls, Petanque, darts, badminton, scrabble, flower arranging, bingo, centreTalks and crib. Special fund raising events and private hirings for parties, weddings and other celebrations were also held at the Centre. Whether it was a regular club meeting or a special occasion we were very pleased that those involved chose to use the facilities at the Centre.

The annual children's Christmas party was held in January 2016, and this was a great success.

At the end of 2016 Mo Hazael, who had been organising the monthly centreJazz sessions for 12 years, decided to stand down and hand over that responsibility to others. We thank her for her hard work in making it the success it has become.

The annual Christmas carol concert had a capacity audience and the choir was ably accompanied by a small brass ensemble.

The Events Committee organised, as well as other events, an evening with the Jersey Guys, which are a tribute to the Jersey Boys and the music of Frankie Valli and the Four Seasons. This was a very successful evening and was sold out well in advance of the event. Similar events are being planned for 2017.

Sections and Affiliated Groups

The Association has eight Sections and thirty-two Affiliated Groups, which all benefit from a reduced charge for hiring our rooms and halls.

The Sections have had a good year and most made good use of the facilities. The Chess, Darts and Petanque sections took part in local leagues with varying degrees of success. The Short Mat Bowls section has continued to play friendly matches with local clubs. Forum Players staged a very successful pantomime production, called Dick Whittington, in January.

Centre Bar

The Centre Bar under its steward John Randall and his staff continued to provide a welcoming atmosphere for Association members and visitors. Improved bar sales lead to an increased contribution to the Association of £26,000 compared with £22,000 in 2015.

Managing Trustees

The Community Association is run by the Charity Managing Trustees made up of nominated representatives from the Sections, Affiliated Groups, Statutory Authorities and of individual members.

We thank all our Trustees who have attended Council meetings during the year. We are grateful for their support.

Target Magazine

During 2016 Target recorded a surplus of £3,667, a slight increase over the previous year. Given the challenges faced in the advertising market and competition from social media this is a good performance. Without the considerable effort made by Barrie Penfold and her team of volunteers this valuable contribution to the Community Association funds would not be available and we thank them all.

Financial Review

2016 showed a surplus of £1,826. This compares favourably with 2015 as the previous year surplus of £26,990 included a legacy of some £40,000. Also through constant continuing scrutiny our costs were reduced by nearly £10,000 compared to 2015.

Cash balances at year end are £128,000, with the majority invested in short term deposits.

Reserves Policy

Our existing policy is to hold between six and twelve months annual expenditure as a "real reserve". We define "real reserves" as net current assets; this differs from the General Reserve appearing on our Balance Sheet by excluding capitalised expenditure on the fabric of the building and on fixtures and fittings, which would be effectively worthless should they need to be sold. Our real reserves, boosted by the legacy, represent about 18 months of annual expenditure, if depreciation is not included, at the end of 2016.

Our thanks

Our thanks to everyone who is involved in the Executive committee particularly our Chairman, Jeremy Ilic, Vice Chairman, David Foster, Treasurer, Trevor Quantrill, and all the members of the Events, Stage, House, Marketing and Finance sub-committees. Our thanks also to our staff, both full and part time, who provide such excellent support for all who use the Centre.

Future

Both cash and net current assets have increased during 2016 and the reserves of the Association are healthy. However with inflationary pressures in the general economy it is important that costs are kept under control and people continue to use the facilities that are available here at the Community Centre.

We need to attract new members and would encourage all users to become members of the Association. We also ask existing members to encourage friends and neighbours to join us at the Community Centre.

There is always a need for volunteers to join us and become actively involved in the running of the Association as without a band of willing volunteers the Community Centre would not exist.