

**BOURNE END (BUCKS) COMMUNITY ASSOCIATION**  
**Trustees' Annual Report for 2017**

**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 2017 the Managing Trustees were:

Officers:

President:

Secretary: Myra Hurley

Treasurer: Trevor Quantrill

Chairman: David Foster

Vice-Chairman: Dave Gibson

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 T Quantrill. 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 other 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.

### **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 the Balance sheet by excluding capitalised expenditure on the fabric of the building and on fixtures and fittings which would be worthless should they need to be sold. Our net current assets at the end of 2017 were £153,382. This represents about 23 months of expenditure, excluding depreciation at the end of 2017.

## **Review of Activities and Achievements**

### **Projects and Maintenance 2017**

During 2017 there was an electrical inspection, which was requested by our insurers and we now have the necessary certification. The insurers also requested an inspection of the flat roof which proved to be satisfactory. Bucks County Council inspected the

premises to check for potential sources of Legionella bacterium which resulted in some remedial work being carried out and paid for by Bucks County Council.

A tree was purchased in memory of Michael Lawrence. A plaque was erected on the wall outside the May Woollerton Hall to commemorate Bernard Spink, Henry Geddes and Michael Lawrence, each of whom have a tree planted in their memory in the garden.

There has been a clear out of various storage areas in the Centre and our thanks go to Barrie Penfold, Sue Ambrose and Linda Stephenson for all their hard work.

We held a volunteers' day in September and a few people worked very hard. Our thanks go to Sue and Linda who washed down all the walls that were going to be painted, to the Baby Yoga group who painted the Target Room, to Bill Hudson and Paul Hurley who painted the Chair Store and its foyer, to Tony Crossman who weeded around the building and Linda who tidied the flower beds. We also thank Tracey Stephenson for donating painting equipment and paint.

In the foyer the noticeboard by the bar has been replaced and two units for displaying posters plus a new bookcase have been purchased.

We are currently investigating replacing the radiators in the bar and Eghams Room. We are looking to replace 50 chairs after we were awarded a grant of approximately £3000 from our local Cooperative store for which we are very grateful.

### **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 by the external entrance to the Eghams Room. We thank both of them for making the Centre front look very colourful.

### **Activities 2017**

There were regular weekly and monthly events throughout the year including table top sales, jazz, dance classes, chess, short mat bowls, Petanque, darts, badminton, flower arranging, bingo, centreTalks, quizzes 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 Christmas carol concert had a capacity audience and the choir was ably accompanied by a small brass ensemble.

The Events Committee organised a several events throughout the year starting with a Valentine's evening with the Rat Pack, the Bourne Again Shadows with a Cliff Richard tribute in July and a 1940's evening in October all of which proved very popular. The 50<sup>th</sup> anniversary of the opening of the Centre was celebrated with an afternoon tea and a band in the evening. We participated in Fun Night by running a teddy tombola in the Centre.

The centreTalks had a varied and interesting range of topics including Ken Townsend talking about his career at Abbey Road Studios. The monthly quiz in the bar is very popular.

### **Sections and Affiliated Groups**

The Association has eight Sections and twenty-eight 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 Babes in the Wood, in January and a comedy, Agatha Crusty and the Village Hall Murders, in September, which was well received.

### **Centre Bar**

The Centre Bar under John Randall and his team continued to provide a welcoming atmosphere for association members and visitors in 2017. However turnover in 2017 fell to £117,667 compared to £137,726 in 2016.

### **Target Magazine**

During 2017 Target generated a surplus of £1,193 compared to £3,667 in 2016. The challenge faced in the advertising market and competition from social media continues. As a result, the income from advertising fell by just over £3,000 while costs increased slightly. This was offset by an increase in target donations of just over £1000. We are very grateful for the considerable effort made by Barrie Penfold and her team of volunteers which resulted in a valuable source of information to the local community while also producing a surplus for the benefit of the Community Association funds.

### **Financial Review**

2017 showed a deficit of £12,473 compared to a surplus of £1,826 in 2016. The main reason for this is the fall in income from the Community Centre from £26,000 in the previous year to £13,000 in 2017.

Cash balances at year end stood at £149,000, (£88,000 being on short term deposit).

### **Our thanks**

We thank all our Trustees who have attended Council meetings during the year. We are grateful for their support. Our thanks to everyone who is involved in the Executive committee particularly our Chairman, David Foster, Vice Chairman, Dave Gibson, Treasurer, Trevor Quantrill, and all the members of the Events, Stage, House, Marketing, Website, Cinema 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. We also thank Jeremy Ilic who was our Chairman for the first half of the year.

### **Future**

There has been a small increase in the net current assets and the Association remains in a good financial position. However, there will be need for further expenditure over the coming years to improve the facilities and to attract new members and hirers.

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.

**BOURNE END (BUCKS) COMMUNITY ASSOCIATION**  
**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF**  
**BOURNE END (BUCKS) COMMUNITY ASSOCIATION**

We report on the financial statements of the trust for the year ended 31 December 2017, which are set out on pages 2 to 10.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year, under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is our responsibility to examine the financial statements (under section 145 of the 2011 Act); to follow procedures laid down in the General Directions given by the Charity Commissioners (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 Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements 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:

- i) which gives us reasonable cause to believe that in material respect the requirements to keep accounting records in accordance with section 130 of the 2011 Act and to prepare the financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- ii) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

R J Fordham & Co Ltd  
Certified Practising Accountants  
Delegate House  
30a Hart Street  
Henley-on-Thames  
Oxon RG9 2AL

Dated: 27 April 2018

**BOURNE END (BUCKS) COMMUNITY ASSOCIATION**

**BALANCE SHEET**

**31 DECEMBER 2017**

	NOTE	2017		2016	
		£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible assets	2		78,881		97,838
<b>CURRENT ASSETS:</b>					
Debtors and prepayments	3	25,655		41,400	
Deposit account		87,852		98,971	
Bank current account		60,813		29,209	
Cash in hand		465		421	
		<u>174,785</u>		<u>170,001</u>	
<b>CREDITORS: Amounts falling due within one year</b>					
Creditors and accruals	4	13,603		14,633	
Balances held for sections	5	7,800		8,200	
		<u>21,403</u>		<u>22,833</u>	
<b>NET CURRENT ASSETS</b>			<u>153,382</u>		<u>147,168</u>
			<u>£232,263</u>		<u>£245,006</u>
<b>RESERVES:</b>					
General reserve	6		<u>£232,263</u>		<u>£245,006</u>

Signed on behalf of the Association

*David Foster*

D G Foster – Chairman

Dated: 27 April 2018

**BOURNE END (BUCKS) COMMUNITY ASSOCIATION**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

	NOTE	2017		2016	
		£	£	£	£
<b>Income:</b>					
Room hire			64,282		59,620
The Community Centre Ltd			13,000		26,000
Membership and affiliation fees			1,824		1,867
Target magazine surplus	7		1,193		3,667
Fund raising (net of costs)			2,704		3,885
Donations			1,416		949
Bank interest			557		675
Solar generated electricity			4,087		4,315
Legacy			207		823
			<u>89,270</u>		<u>101,801</u>
<b>Expenditure:</b>					
Employment costs	12		35,537		34,077
Property costs					
Business rates		1,439		1,426	
Repairs & maintenance		10,321		8,182	
Electricity & gas		10,374		9,895	
Water		1,068		1,019	
Insurance		2,861		2,871	
Cleaning & waste removal		11,786		11,903	
Security		1,179		971	
			<u>39,028</u>		<u>36,267</u>
Administration costs					
Stationery & computer facilities		1,778		869	
Postage & photocopier		1,265		1,364	
Telephone & internet access		311		202	
Sundries		1,444		669	
			<u>4,798</u>		<u>3,104</u>
Licences & affiliation fees			2,004		2,094
Independent examination			1,025		865
Bad and doubtful debts			-		-
			<u>82,392</u>		<u>76,407</u>
<b>Depreciation:</b>					
Improvements to leasehold buildings		8,358		8,358	
Fixtures & fittings		11,263		15,210	
			<u>19,621</u>		<u>23,568</u>
			<u>102,013</u>		<u>99,975</u>
<b>Deficit/surplus of Income over Expenditure</b>			<u>-12,743</u>		<u>1,826</u>

**BOURNE END (BUCKS) COMMUNITY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

	Unrestricted Funds	2017 Restricted Funds	Total	2016 Total
	£	£	£	£
<b><u>INCOMING RESOURCES</u></b>				
<b>Voluntary Income</b>				
Legacy	207		207	823
Individual subscriptions	924		924	907
Affiliation fees	900		900	960
Donations	1,416		1,416	949
	<u>3,447</u>		<u>3,447</u>	3,639
<b>Investment Income</b>				
Solar generated electricity	4,087		4,087	4,315
Interest from deposits	557		557	675
	<u>4,644</u>		<u>4,644</u>	4,990
<b>Charitable Activities</b>				
Room hire	77,282		77,282	85,620
Target magazine	28,551	2,685	31,236	33,469
Events	6,265		6,265	6,019
	<u>112,098</u>	2,685	<u>114,783</u>	125,108
<b><u>TOTAL OF INCOMING RESOURCES</u></b>				
	<u>120,189</u>	2,685	<u>122,874</u>	133,737



**BOURNE END (BUCKS) COMMUNITY ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

	NOTE	2017		2016
		Unrestricted Funds	Restricted Funds	Total
		£	£	£
<b><u>RESOURCES EXPENDED</u></b>	8			
<b>Voluntary Income</b>				
Subscriptions		711	711	682
<b>Investment Income</b>				
Solar generated electricity		3,291	3,291	3,291
<b>Charitable Activities</b>				
Room hire		93,076		91,389
Target magazine		28,425	2,685	30,825
Events		4,627		3,155
		126,128	2,685	128,813
<b>Governance Costs</b>		2,802		2,569
<b><u>TOTAL RESOURCES EXPENDED</u></b>		132,932	2,685	135,617
<b>NET RESOURCES EXPENDED</b>		-12,743	-	-12,743
<b>TOTAL FUNDS BROUGHT FORWARD</b>		245,006	-	243,180
<b><u>TOTAL FUNDS CARRIED FORWARD</u></b>		232,263	-	245,006

**BOURNE END (BUCKS) COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

**1. ACCOUNTING POLICIES**

**a) Accounting convention**

The financial statements have been prepared on an accruals basis (subject to c and d below) under the historical cost convention and in accordance with the FRS 102 Section 1A Small Entities – The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the Statement of Recommended Practice – Accounting and Reporting by Charities SORP (FRS 102).

**b) Tangible fixed assets**

All assets acquired for less than £100 are written off immediately. Otherwise depreciation is provided, after taking into account any grants receivable, at the following annual rates in order to write off each asset over its estimated useful life.

Equipment, fixtures & fittings	10% - 33.3%	straight line
Building improvements	2% - 10%	straight line

**c) Legacies**

Legacies are accounted for when received rather than when the Association becomes aware of them.

**d) Fund Structure**

With the exception of donations to defray the cost of producing "Target" magazine and towards the cost of specific items of expenditure, all income of the Association is deemed part of the General Fund.

**BOURNE END (BUCKS) COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

**2. TANGIBLE FIXED ASSETS**

	<u>Leasehold Property</u>	<u>Equipment Fixtures &amp; Fittings</u>	<u>Totals</u>
	£	£	£
<b>COST:</b>			
At 1 January 2017	147,842	159,223	307,065
Additions	<u>-</u>	<u>664</u>	<u>664</u>
At 31 December 2017	<u>147,842</u>	<u>159,887</u>	<u>307,729</u>
<b>DEPRECIATION:</b>			
At 1 January 2017	88,069	121,158	209,227
Charge for year	<u>8,358</u>	<u>11,263</u>	<u>19,621</u>
At 31 December 2017	<u>96,427</u>	<u>132,421</u>	<u>228,848</u>
<b>NET BOOK VALUE:</b>			
At 31 December 2017	<u>51,415</u>	<u>27,466</u>	<u>78,881</u>
At 31 December 2016	<u>59,773</u>	<u>38,065</u>	<u>97,838</u>

**3 DEBTORS AND PREPAYMENTS**

	2017	2016
	£	£
<b>Trade Debtors</b>		
The Community Centre Ltd	15,600	31,200
Sections	1,011	727
Others	6,026	6,057
	<u>22,637</u>	<u>37,984</u>
<b>Prepayments</b>	3,018	3,416
	<u>25,655</u>	<u>41,400</u>

**BOURNE END (BUCKS) COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

**4. CREDITORS AND ACCRUALS**

	2017	2016
	£	£
Customer deposits & advertisements in advance	6,719	5,542
Trade creditors	3,184	1,175
Social security & other taxes	420	326
Sundry creditors and accruals	2,762	3,341
VAT	518	4,249
	<u>13,603</u>	<u>14,633</u>

**5. BALANCES HELD BY THE ASSOCIATION SECTIONS**

	2017	2016
	£	£
Angling	205	315
Chess	-97	71
Darts	26	26
Forum Players	2,380	2,148
Musical Players	2,781	2,822
Short Mat Bowls	2,349	2,697
Wedmorn Badminton	156	121
Balances per accounts	<u>7,800</u>	<u>8,200</u>
Lettings included in debtors and prepayments	-1,011	-727
Total funds attributable to sections	<u>6,789</u>	<u>7,473</u>

**6. GENERAL RESERVE - UNRESTRICTED**

	2017	2016
	£	£
Balance as at 1 January 2017	245,006	243,180
Surplus for the year	<u>-12,743</u>	<u>1,826</u>
Balance as at 31 December 2017	<u>232,263</u>	<u>245,006</u>

**BOURNE END (BUCKS) COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

**7. TARGET MAGAZINE SURPLUS**

	2017	2016
	£	£
Advertisements etc	28,550	31,962
Editor's remuneration	16,411	15,799
Printing, scanning etc	12,535	13,336
Editorial expenses	1,096	667
Donations	<u>-2,685</u>	<u>-1,507</u>
Net costs	<u>27,357</u>	<u>28,295</u>
Surplus for the year	<u>1,193</u>	<u>3,667</u>

**8. RESOURCES EXPENDED**

	2017	2016
	£	£
<u>Subscriptions</u>		
Support costs	<u>711</u>	<u>682</u>
<u>Investment Income</u>		
Production costs	<u>3,291</u>	<u>3,291</u>
<u>Room hire</u>		
Property costs	60,155	56,544
Support costs	30,917	32,751
Licences	<u>2,004</u>	<u>2,094</u>
	<u>93,076</u>	<u>91,389</u>
<u>Target magazine</u>		
Production costs	30,044	29,803
Support costs	1,066	1,022
Bad and doubtful debts	<u>-</u>	<u>-</u>
	<u>31,110</u>	<u>30,825</u>
<u>Events</u>		
Staging costs	3,561	2,133
Support costs	<u>1,066</u>	<u>1,022</u>
	<u>4,627</u>	<u>3,155</u>
<u>Governance</u>		
Independent examination	1,025	865
Support costs	<u>1,777</u>	<u>1,704</u>
	<u>2,802</u>	<u>2,569</u>

Support costs chiefly represent employment costs which have been allocated on the basis of time spent by the Centre Manager.

**BOURNE END (BUCKS) COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

**9. RELATED PARTY TRANSACTIONS**

Apart from the payment of any travel expenses to trustees as disclosed elsewhere the only related party transactions were with The Community Centre Ltd. The company, which operates the trading activities of the Association, has a share capital of £2 which is held in trust for the Association by Messrs D.G. Foster & T Quantrell. In 2017 the company had revenue of £117,667 (2016 - £137,726) and made a profit after tax of £1,072 (2016 - loss £1,440) after paying the Association an agreed Occupation Licence of £13,000 (2016 - £26,000) as shown in the accounts. At 31 December 2017 the company owed the Association £15,600 (2016 - £31,200).

**10. TRUSTEE REMUNERATION**

No trustee received any remuneration during the year 2017 or 2016.

**11. TRUSTEE EXPENSES**

No trustee received any expenses during the year 2017 or 2016.

**12. STAFF COSTS**

	2017	2016
	£	£
Gross pay	33,514	32,569
Employer's National Insurance	1,845	1,508
Employer's Pension	178	-
	<hr/>	<hr/>
	35,537	34,077
Number of full-time equivalent employees	2	2