

# Bourne End (Bucks) Community Association



*A Member of Community Impact Bucks*

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

Phone: 01628 522604 E-Mail: [office@bebca.org.uk](mailto:office@bebca.org.uk) Website: [bourneendcommunitycentre.org.uk](http://bourneendcommunitycentre.org.uk)

## **BOURNE END (BUCKS) COMMUNITY ASSOCIATION**

The charity was constituted on 14th May 1964 and is governed by the constitution as amended on 22nd January 2001 and 14th April 2003.

The identification and appointment of new Trustees is considered by the existing Trustees. A new Trustee may be appointed by a resolution of a meeting of the Trustees. All members of the Association are eligible to stand to be a Trustee.

The Trustees who served during the year are as shown below. All Trustees give their time freely and no Trustee remuneration was paid in the year. The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

### **Trustees**

The following persons served as Trustees in the year:

K B Penfold	L Robinson	S Wagner	W Hudson
M C Appleyard	M Hurley	D Foster	L Hutton
R de Coverley	K I Tomkins	S J Smart	C I Hayes
B S Allen	K Hudson	P Clitheroe	K Larkin
D J Gibson	T Quantrill	P Semon	J B Marsh
D Fergusson	J L Clarke	D Stewart	C Gwillian
J L Cottrell	D I Hall	S M Weston	S Little
P D Robins	A T Crossman	A Smith from 9th May 2019	L Manning
R Savin	G Johnson	M P Judge	G M Bourne
T Scott	V Clark	P Webb	E Payne

In addition, D Langford, F Poulsen and J Hyde served until 2nd January 2019.

### **Objective and activities for the public benefit**

The charity's Objects are to promote such Charitable Purpose or Charitable Purposes as the Trustees shall in their absolute discretion think fit. Such Objects include but are not limited to the following:

- to promote the benefit of the inhabitants of Bourne End and Wooburn and the neighbourhood together defined by Wooburn Parish.
- to maintain and manage the Bourne End Community Centre
- to promote such other charitable purposes as may from time to time be determined

The Trustees, having regard to the public benefit guidance published by the Charities Commission, in accordance with Section 17 of the Charities Act 2011, consider that the purpose of activities of the charity satisfy the requirements of the public benefit as set out in Section 4 of the same Act.

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A charity registered in England and Wales No. 300236 V.A.T. Registration Number: 208 1526 87

Sections: Angling, Chess, Darts, Forum Players, Musical Players, Petanque, Short Mat Bowls, Wedmorn  
Badminton

# Bourne End (Bucks) Community Association



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## Reference and administrative details

Date of settlement	14th May 1964
Charity registration number	300236
Registered address	The Community Centre, Wakeman Road Bourne End, Bucks, SL8 5SX
Bankers	CAF Bank Ltd, 25 Kings Hill Avenue Kings Hill, West Malling, Kent, ME19 4JQ
Independent examiner	Mark Waterman Dunne & Waterman 36 Whitefriars Street London EC4Y 8BQ

## **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 was provided through an agency contract until October 2018 when a temporary part time contract was given to the janitor. Michael Moore, the janitor retired, in August and was replaced by Steve Gore. 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, a 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;

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- 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 2018 were £171,403. This represents about 17 months of expenditure, excluding depreciation at the end of 2018.

## **Review of Activities and Achievements**

### **Projects and Maintenance 2018**

General maintenance of the building and the grounds was carried out throughout the year. There was a drainage problem which was eventually solved. Also the fire doors needed some attention.

We have been advised that it is not necessary to change the heating in the May Woollerton Hall but we are looking to upgrade the heating in the Target and Dressing Rooms.

We replaced the radiators in the Wye and Eghams Rooms. We have also replaced 50 chairs after we were awarded a grant of approximately £3000 from our local Cooperative store. We plan to replace the rest of the chairs in the near future.

### **Maintenance of Garden**

The garden in front of the Centre is being kept in good order by Cathy Jackson. 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 2018**

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 all of which proved very popular. The website has proved to increase our audiences through online ticket sales and the advertising of events. The centreTalks continued to have a varied and interesting range of topics and speakers. The monthly quiz in the bar continues to be very popular with a full house most months.

During 2018 an exciting new cinema project started. It is called the New Royalty Cinema in memory of the Royalty Cinema which used to be in Bourne End. There have been a wide range of films which have been shown monthly alternating on Thursday evenings, Friday evenings and Sunday afternoons. The Wye Valley Volunteers provide transport for anyone who has mobility problems.

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## 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 Darts sections took part in local leagues both home and away.

The Chess section has played two teams in each of the Bucks and Berks leagues. They were winners in the top division of the Bucks league and the second team were second in the second division. The second team in the Bucks league came second in the third division.

The Petanque section had a mediocre season for the team when they finished 6<sup>th</sup> out of 11 because they were short of players due to holidays. However, three players – Pete Webb, Mike Adams and Steve Selwood retained the title of Best Triple in the Thames Valley District. Their other three players – Alan Wickenden, Andy McCabe and Peter Miles helped the Thames Valley Region gain promotion from Division 2 to Division 1 in the All England Inter-regional Championships at Hayling Island.

The Short Mat Bowls section play Round Robin competitions each club evening which results in a final to find a lady champion and a gentleman champion. During the winter season they play friendly matches, both home and away, against other clubs on some Sunday afternoons. They are planning to replace one of their mats in the new year.

Forum Players started their 50th Anniversary, with their annual Pantomime which was “Peter Pan - The Pantomime”. This was well received by the audiences. In the spring they held a Murder Mystery Supper Evening which included a 2 course supper prepared by club members. This was very well supported and raised just under £1,000 for their funds. In late summer/ early autumn they were unable to stage anything for autumn due to their small membership and availability of members, so they concentrated on casting and rehearsing their pantomime for January 2019.

## Centre Bar

In March John Randall, the bar steward, retired due to ill health. We thank him for all his hard work while at the Centre. Tony Crossman took over, in a voluntary capacity, and he and his team have continued to provide a welcoming atmosphere for association members and visitors in 2018. However turnover in 2017 fell to £117,667 compared to £137,726 in 2017

## Target Magazine

During 2018 Target generated a surplus of £3,067 compared to £1,193 in 2017. Despite the continuing challenge faced in the advertising market and competition from social media the income from advertising increased by just over £1,000. 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.

## Governance

We implemented GDPR in the first half of the year. The Association has a general DPA policy, CCTV policy, website Privacy Policy and a GDPR Inventory. At its meeting in September the Trustees approved a plan to restructure the committees of the Association, now called Teams. Towards the end of the year the Management Team started formulating a Business Plan which will define our focus for the next five years and also assist in future grant applications.

## Financial Review

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2018 showed a surplus of £5,504 compared to a deficit of £12,743 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 Management Team 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 Teams. 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 2018 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.

## **Trustees' responsibility in relation to the financial statements**

The trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards. The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the applicable Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on

2019 and signed on their behalf by;

D.G.Foster  
Trustee

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## **Independent Examiner's report to the trustees of The Bourne End (Bucks) Community Association**

I report on the accounts of the charity for the year ended 31 December 2018, which are set out on pages 6 to 11.

### **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(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

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

### **Basis of independent examiner's report**

My 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, 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 provide 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 my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements, to keep accounting records in accordance with section 130 of the Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act, have been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Mark Waterman FCA

Dunne & Waterman  
Chartered Accountants  
36 Whitefriars Street  
London  
EC4Y 8BQ

Date:

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## **Bourne End (Bucks) Community Association** **Statement of financial activities for the year ended 31December 2018**

	Note	Unrestricted funds £	2018 Restricted Funds £	Total £	2017 Total £
<b><u>INCOMING RESOURCES</u></b>					
<b>Voluntary Income</b>					
Legacy		-	-	-	207
Individual subscriptions		1,020	-	1,020	924
Affiliation fees		840	-	840	900
Donations		925	-	925	1,416
		<u>2,785</u>	<u>-</u>	<u>2,785</u>	<u>3,447</u>
<b>Investment Income</b>					
Solar generated electricity		4,704	-	4,704	4,087
Interest from deposits		701	-	701	557
		<u>5,405</u>	<u>-</u>	<u>5,405</u>	<u>4,644</u>
<b>Charitable Activities</b>					
Room hire		94,332	-	94,332	77,282
Target magazine		29,816	2,995	32,811	31,236
Events		13,018	-	13,018	6,265
		<u>137,166</u>	<u>2,995</u>	<u>140,161</u>	<u>114,783</u>
<b><u>Total of incoming resources</u></b>		<u>145,356</u>	<u>2,995</u>	<u>148,351</u>	<u>122,874</u>

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## Bourne End (Bucks) Community Association

### Statement of financial activities for the year ended 31 December 2018

<u>Resources expended</u>	8			
<b>Voluntary Income</b>				
Subscriptions	745	-	745	711
<b>Investment Income</b>				
Solar generated electricity	3,291	-	3,291	3,291
<b>Charitable Activities</b>				
Room Hire	95,217	-	95,217	93,076
Target magazine	27,866	2,995	30,861	31,110
Events	10,216	-	10,216	4,627
	<u>137,335</u>	<u>2,995</u>	<u>136,294</u>	<u>128,813</u>
<b>Governance costs</b>	2,517	-	2,517	2,802
<b><u>Total Resources Expended</u></b>	<u>139,852</u>	<u>2,995</u>	<u>142,847</u>	<u>135,617</u>
<b>Net Incoming (Outgoing) Resources</b>	5,504	-	5,504	(12,743)
<b>Total funds brought forward</b>	232,263	-	232,263	245,006
<b><u>Total funds carried forward</u></b>	<u>237,767</u>	<u>-</u>	<u>237,767</u>	<u>232,263</u>

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## Bourne End (Bucks) Community Association Balance Sheet as at 31 December 2018

	Notes	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	2	66,364	78,881
<b>Current assets</b>			
Bank current account		68,616	60,813
Debtors and prepayments	3	35,063	25,655
Deposit accounts		87,853	87,852
Cash in hand		450	465
		191,982	174,785
<b>Creditors: amounts falling due within one year</b>	4,5	(20,579)	(21,403)
<b>Net Current Assets</b>		<u>171,403</u>	<u>153,382</u>
<b>Net Assets</b>		<u>237,767</u>	<u>232,263</u>
<b>Reserves</b>			
<b>General reserve</b>		<u>237,767</u>	<u>232,263</u>

The financial statements set out on pages 5 to 11 were approved by the Trustees on 2019 and were signed on their behalf by:

D G Foster

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## **Bourne End (Bucks) Community Association** **Notes to the Accounts for the year ended 31 December 2018**

### **1 Accounting Policies**

#### **1 Accounting policies**

##### ***(a) Basis of preparation and assessment of going concern***

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

##### ***(b) Fund accounting policy***

With the exception of donations to defray the cost of producing 'Target' magazine, all income of the Association forms part of the Unrestricted Fund.

##### ***(c) Incoming resources***

All income is recognised in the statement of financial activities when the charity has entitlement to the income, it is probable that the income will be received and the amount of the income can be measured reliably.

##### ***(d) Resources expended***

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Trust to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

##### ***(e) Tangible Fixed Assets***

Depreciation is charged on a straight line basis net of grants in order to write off the asset over its estimated useful life as follows:

Equipment, fixtures and fittings	10% - 33.3%
Leasehold improvements	2% - 10%

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## 2 Tangible fixed assets

	Leasehold Property £	Equipment Fixtures and fittings £	Total £
<b>Cost</b>			
At 1 January 2018	147,842	159,887	307,729
Additions	-	8,367	8,367
At 31 December 2018	147,842	168,254	316,096
<b>Depreciation</b>			
At 1 January 2018	96,427	132,421	228,848
Charge for the year	8,341	12,543	20,884
At 31 December 2018	104,768	144,964	249,732
<b>Net book value</b>			
At 31 December 2018	43,074	23,290	66,364
At 31 December 2017	51,415	27,466	78,881

## 3 Debtors

	2018 £	2017 £
<b>Trade debtors</b>		
The Community Centre Ltd	20,000	15,600
Sections	725	1,011
VAT	1,853	6,026
Other	8,207	-
Other		
	30,785	22,637
Prepayments	4,278	3,018
	35,063	25,655

## 4 Creditors, amounts falling due within one year

	2018 £	2017 £
Customer deposits & advertisements in advance	5,885	6,719
Trade creditors	1,350	3,184
Social security & other taxes	420	420
Sundry creditors & accruals	2,010	2,762
VAT	-	518
Balances held for sections	10,914	7,800
	20,579	21,403

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<b>5 Balances held by the Association sections</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Angling	356	205
Chess	193	(97)
Darts	-	26
Forum Players	4,862	2,380
Musical Players	2,666	2,781
Short Mat Bowls	2,668	2,349
Wedmorn Badminton	169	156
	<u>10,914</u>	<u>7,800</u>
Lettings included in debtors and prepayments	(726)	(1,011)
Total funds attributable to sections	<u>10,188</u>	<u>6,789</u>
<b>6 General reserve - unrestricted</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
At 1 January 2018	232,263	245,006
Surplus for the year	5,504	(12,743)
At 31 December 2018	<u>237,767</u>	<u>232,263</u>
<b>7 Target magazine surplus</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Advertisements etc	29,816	28,550
Editor's remuneration	16,411	16,411
Printing, scanning etc	12,540	12,535
Editorial expenses	793	1,096
Donations	(2,995)	(2,685)
Net costs	<u>26,749</u>	<u>27,357</u>
Surplus for the year	<u>3,067</u>	<u>1,193</u>

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<b>8 Resources Expended</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Subscriptions		
Support costs	745	711
Investment income		
Production costs	3,291	3,291
Room hire		
Property costs	56,907	60,155
Support costs	36,724	30,917
Licences	1,587	2,004
	<u>95,218</u>	<u>93,076</u>
Target magazine		
Production costs	29,744	30,044
Support costs	1,117	1,066
	<u>30,861</u>	<u>31,110</u>
Events		
Staging costs	9,099	3,561
Support costs	1,117	1,066
	<u>10,216</u>	<u>4,627</u>
Governance		
Independent examination	655	1,025
Support costs	1,862	1,777
	<u>2,517</u>	<u>2,802</u>

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

## **9 Related Party transactions**

The Community Centre Ltd operates the trading activities of the charity. It has a share capital of £2 which is held on trust for the Association by D G Foster and T Quantrill (Trustees). The Association charged the company licence fees of £20,000 (2017 - £15,600) and was owed £20,000 at the year end (2017 - £15,600).

## **10 Trustee remuneration**

No Trustee received any remuneration during the year (2017 - £Nil).

## **11 Trustee Expenses**

No Trustee received any expenses during the year (2017 - £Nil).

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A charity registered in England and Wales No. 300236 V.A.T. Registration Number: 208 1526 87

Sections: Angling, Chess, Darts, Forum Players, Musical Players, Petanque, Short Mat Bowls, Wedmorn  
Badminton

# Bourne End (Bucks) Community Association

*A Member of Community Impact Bucks*

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

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<b>12 Staff Costs</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Gross pay	36,429	33,514
Employer's National Insurance	460	1,845
Employer's Pension	346	178
	<hr/>	<hr/>
	37,235	35,537
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Number of full time employees	2	2
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