

# Thornbury and District Community Association

Annual Report and Financial Statements for the year ended  
31 December 2022

Registered Charity Number : 301639



the  
**Chantry**  
community  
and arts centre

## Report of the Trustees

The Trustees present their report, together with the examined Final Statements of the Charity for the year ending 31 December 2022.

TDCA owns and is based at The Chantry, 52 Castle Street, Thornbury, South Gloucestershire. The Chantry is open to the public for use as a Community and Arts Centre. The premises, which date back to Tudor times, are in a conservation area and are Grade II listed.

The Association is managed by a board of Trustees who are elected at the AGM. Regular customers are given the option to affiliate with the Community Association and they are then able to nominate one of their members to join us as a trustee. Trustees living outside of our area of benefit can be co-opted.

## Charitable purpose

The Association's objectives are set out in the constitution, the most recent version of which was adopted in 2013. These objectives are as follows:

- a) Promote the benefit of the inhabitants of Thornbury and the neighbourhood together defined by the parishes of: Thornbury, Oldbury, Hill, Rockhampton, Falfield, Tortworth, Cromhall, Charfield, Tytherington, Alveston, Olveston and Aust 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 and to maintain and manage the same (whether alone or in cooperation with any local authority or other person or body) in furtherance of these objects.

The Association shall be non-party in politics and non-sectarian in religion.

## Public benefit

Rooms are rented to community groups at a substantial discount on normal commercial rates. Many of these groups, which are essential to a vibrant community, would not be viable without this.

It is estimated that at least 95 percent of the room hirings have a large element of public benefit.

The following groups and organisations made regular use of the Chantry Community and Arts Centre during the year:

6 O'Clock Gin  
Armstrong Arts Group  
Armstrong Hall Action Alliance  
Art +  
Art History Study Day  
Avive Dance Company  
Avon and Wilts Mental Health Partnership  
Bloom with Daisy  
Blue Sky Running  
Brigstowe  
Bristol After Stroke  
Bristol School Of Tai-Chi  
C the World  
Castle School  
Celine Jacobs - Dog Agility  
Community Learning  
Dance Lessons - Isobel Powell  
Dr Nick Chidlaw  
Drive South Glos  
Duke of Edinburgh  
Face2Face Parkinsons  
Inspiration  
Jane Robins - Yoga  
Jo Jingles  
Just Sew It  
League of Friends of Thornbury Hospital  
Learn to Sew with Create & Grow  
Liberal Democrats (Thornbury and  
Severnvale)  
Little Knots Baby Massage  
Manorbrook School Governors  
Mary Burton - Smovey Classes  
Matt Fiddes Martial Arts Classes  
Milestone Trust  
Mindful Meditation/Little Wren Yoga  
Mini First Aid Gloucestershire  
Mount Cottage Crafts - Candle Making  
North Bristol NHS Trust  
Northavon Academy of Performing Arts

Octopus Drama  
Operation Tango  
Oxfam (Thornbury)  
Phase  
Pilates with Steph  
Project Mumfit  
Quilting Group  
Religious Society of Friends (Quakers)  
Sally Cullum - Pilates  
Science Bugs Sensory  
Severn Vale Art Trail  
Severn Vale Flower Club  
SHRADS  
Southern Brooks  
SWR - South West Relo  
Tai Chi Qigong  
The Ernest Cook Trust  
Thornbury & District Stamp Club  
Thornbury & South Glos. Amateur Radio Club  
Thornbury and South Glos. Model Railway Club  
Thornbury Field and Roving Archers  
Thornbury Grammar School Foundation  
Thornbury Horticultural Society  
Thornbury Musical Theatre Group (TMTG)  
Thornbury Town Trust  
Thornbury Ukeaholics  
Trefoil Guild  
U3A Astronomy & Space  
U3A Committee  
U3A Discussion Group  
U3A Family History  
U3A Geology  
U3A History  
U3A Investment  
U3A Jazz Appreciation  
U3A Photo Group  
U3A Science & Technology  
Valelink Community Transport

## Structure governance and management

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

### Trustees:

D Derham	Chairman
G Morris	Vice Chairman
C Roberts	Treasurer (Appointed 11/04/22)
P Oddy	
C Davies	
S Goodwin	
Y Oddy	
C Willmore	

### Independent Examiner

Michael J Bowles, MJB Accounting

### Custodian Trustees

The Chantry, which is the main tangible asset of the Association, is governed by the following custodian trustees:

Robert Dale,  
Richard Emmerson,  
Carl Lapworth,  
Peter Minshall

### Bankers

Barclays Bank Plc  
788 Fishponds Road  
Fishponds  
Bristol  
BS16 3UR

### Contact details:

#### Address:

The Chantry  
52 Castle Street  
Thornbury  
Bristol  
BS35 1HB

**Telephone number:**

01454 414268

**Email address:**

[office@thechantry.org.uk](mailto:office@thechantry.org.uk)

**Website:**

[www.thechantry.org.uk](http://www.thechantry.org.uk)

## Achievements and activities

### Chairman's Report

With the Covid pandemic finally behind us, 2022 was something of a fresh-start year for the Chantry. The pandemic had negatively affected business levels with the loss of several regular groups which had to permanently cease activity.

Fortunately, due to careful management, the finances were in very good shape as we entered 2022 and the previous year had seen a number of very important projects carried out to improve the facilities.

The key focus at the start of 2022 was development of the overall business levels and recruitment of new groups. Several initiatives were put in place which proved very successful.

At the start of the year, a working party was set up to look at the potential to re-open the facilities for private parties and functions. Such activities had been suspended a few years previously due to health and safety issues, level of administration time involved in managing such bookings, and previous very poor profitability. By the start of 2022, the facilities were in a massively improved state to host private functions; in particular, the new very high standard toilet facilities, excellent new heating systems and beautifully renovated Slymbridge Room overlooking the garden. As a result of the measures agreed by the working party, bookings for private functions resumed in the spring, with very manageable overheads and massively improved profitability. Most importantly, those booking the facilities gave us extremely positive feedback about their experiences.

Focused marketing activities led to new community groups setting up regular activities at the Chantry. This quickly started to fill the financial void left in the wake of the pandemic.

Work continued on the long-term plan to completely renovate and improve the quality of the facilities and several significant projects were carried out during the year:

- Work was completed to restore the woodwork and re-paint the conservatory. This structure had descended into a very poor state and needed to be closed off to public use for some time. As a result of the renovation work, this wonderful structure, which opens directly onto the lovely gardens, was once again able to be booked by local groups.
- Investment was made into new electrical facilities to support private functions and parties.
- The Coach Hall was completely renovated, and new lighting fitted. This has made one of our most used rooms far more attractive and it now has different types of lighting to suit various moods.
- The hallway in the main building had become extremely tired and did not give a good initial impression to visitors. This area of the building was completely restored back to its former glory, with an appropriate colour scheme to highlight the wonderful Georgian archways and woodwork. New carpet and lighting were fitted to complete the restoration along with new signs.
- A grant was successfully obtained to replace the chairs and tables in use throughout the Chantry. Most of the furniture was very shabby and too heavy to be safely moved. The new furniture has significantly improved the overall look of the rooms and is far easier to move around.
- By the end of the year, plans had been put in place for the renovation of the room formerly known as the Lounge. This project was extremely sensitive as the panelled room dates back to Tudor times and it was extremely important to carry out a sympathetic restoration. A



renovation scheme had been agreed with a work plan and suitable contractors selected, ready for the work to start very early in 2023.

The only event which is managed by the charity is the annual Fireworks evening. This is very much designed to be a safe event for families with children and was once again a fantastic event which sold out well in advance of the date. Not only was this a wonderful and spectacular evening, it also raised a considerable sum which helped our continued renovation efforts.

During 2022 progress was made on the plans to convert the charity to a Charitable Incorporated Organisation (CIO), as discussed and agreed at the AGM held in November 2021. A CIO is now the standard form of charity for organisations of our size and provides a number of important operational benefits. As part of the conversion process, a new constitution will be adopted, and agreed with the Charity Commission, which accurately reflects the way that the Chantry now operates and is governed.

I am very happy to say that the charity was in a very secure position at the end of the 2022, with a significant recovery in business level following the pandemic and yet another series of major improvements to the Chantry facilities carried out. We are very confident that the Chantry now has a secure future and can continue to expand its role as a key hub for the community.

I would like to express my thanks to the staff who continue to do excellent work to manage all aspects of the Chantry operations and to keep our customers very happy. I would also like to thank my fellow Trustees for the work and dedication they have once again put in, totally voluntarily, to continue to develop this wonderful facility for the community in and around Thornbury.

**Dave Derham**

**Chairman**

## Financial Review: Treasurers report

### Overview

The financial position of the TDCA has become less precarious as we recovered from the covid-19 pandemic and lock downs were eased.

Total income was £78,585 from primarily 2 sources: the core business of primarily rentals/leases and grants.

Incomes from room rentals and leases were £57,027; a significant increase (£26,312) from the previous year's figure (2021) of £30,715 which reflects the recovery from the pandemic.

Further income by way of unrestricted grants was received totalling £5,667.

Expenditure was £74,348, which varied only marginally from 2021.

There were virtually no bad debts written off in 2022.

At the end of the year, cash holdings in various accounts were healthy at £44,090.

### Grants

Grants were received during the year totalling £17,099.

#### Unrestricted grants

Grants were awarded as follows:

1. £2,667 as a final grant covering the pandemic – South Gloucestershire Council.
2. £3,000 from Thornbury Town Council.

#### Restricted grants

Grants were received totalling £11,342 for specific projects as follows:

- |                                   |                |
|-----------------------------------|----------------|
| 1. Coach Hall renovations – Co-op | £1,432         |
| 2. Furniture – National Lottery   | £10,000        |
| <b>Total</b>                      | <b>£11,342</b> |

### Notable expenditure

During the year a total of £8,176 was spent on improvements to the building fabric and infrastructure which included health and safety works:

Coach Hall Renovations	£3,090
Electrical Improvements	£646
Ground Floor Main House Renovations	£2,894
Outdoor Lighting Improvements (Garden & Car park)	£1,050
Coach House toilets refurbishment (2022 Costs)	£496
<b>Total</b>	<b>£8,176</b>



## **Reserves policy**

The current assets held at the end of the financial year remain healthy at £43,940.

Unrestricted free reserves are needed to fund essential short-term projects for which third party funding is unlikely and to cover the costs of administration without which TDCA could not function.

The Trustees have again agreed that the reserves should be sufficient to cover the loss of all income from the top 3 customers and failure to replace this income within 12 months. In addition to this, emergency funds should also be available to pay for unplanned maintenance work costing £5,000. As a result of these guidelines the target level of free reserves has been set at £20,000. This is an increase from the previous year of £18,000, reflecting increased costs.

The level of free reserves is monitored and formally reviewed by the Trustees annually.

Free reserves at the end of 2022 stood at £42,717.68, which with a target of £20,000 gives an excess of £22,717.68. This surplus will be necessary to fund several improvement projects planned which are currently being specified.

## **Risk Management**

The Trustees continue to monitor the potential risks to future income associated with post covid era. The current significant margin on reserves will allow timely consideration of options for best management of income and expenditure going forward.

**Chris Roberts**

**Treasurer**

Approved by order of the board of trustees on 11<sup>th</sup> October 2023 and signed on its behalf by



**David Derham**  
**Chairman**

**Thornbury & District Community Association**  
**Registered Charity 301639**

**Statement of Financial Activities to 31st December 2022**

The following accounts have been prepared in accordance with the Statement of Recommended Practice (SORP) issued by the Charity Commission to comply with the Executive Committee's obligations as the trustees of the Charity for keeping accounting records

	2022	2022	2021	2021
	£	£	£	£
<b>Income</b>				
Donations	-		2	
Commercial Leasing Sales	9,170		7,453	
Community Leasing Sales	6,416		5,170	
Room Hire	38,503		18,092	
TDCA Events	4,348		3,710	
Private Parties/Functions	2,938		-	
Miscellaneous	112		-	
		<b>61,486</b>		<b>34,427</b>
<b>Grants (Unrestricted)</b>				
Covid 19				
South Glos Council	2,667		9,002	
JRS - Caretakers	-		4,592	
JRS - Office	-		3,664	
Thornbury Town Council - Revenue	3,000	<b>5,667</b>	4,100	<b>21,358</b>
<b>Total Income</b>		<b>67,153</b>		<b>55,785</b>
<b>Expenditure</b>				
<b>Direct Charity</b>				
Catering Purchases	551		135	
Cleaning	913		424	
Security	1,179		469	
Hallmaster Fees	239		224	
Insurance	3,080		2,935	
Gardening Maintenance	277		181	
Utilities	7,444		5,675	
Office/Administration Costs	1,162		197	
Telephone/Internet/Website	582		810	
Fire Precautions	1,063		5,405	
Payroll - Caretakers	17,567		16,758	
Payroll - Office	15,532		14,619	
Repairs & Renewals	8,891		9,491	
<b>Total Direct Charity Costs</b>		<b>58,481</b>		<b>57,322</b>
<b>Other Costs</b>				
Bad Debt Expenses	-		36	
Legal & Professional	-		1,080	
TDCA Events Costs	2,235		2,180	
Bank Charges	1		0	
Depreciation	(961)		566	
<b>Total Other Costs</b>		<b>1,275</b>		<b>3,863</b>
<b>Total Expenditure</b>		<b>59,756</b>		<b>61,185</b>
<b>Surplus/(Deficit)</b>		<b>7,397</b>		<b>(5,400)</b>

**Funded By:**

Fixed Assets		1,047,665	1,047,933	
Current Assets	Bank Accounts	44,090	39,953.09	
	Debtors	(150)	1,238	
		1,091,605		1,089,124
Current Liabilities	Creditors	-	(1,755)	(1,755)
<b>Total Assets</b>		<b>1,091,605</b>		<b>1,087,369</b>
<b>Capital &amp; Reserves</b>	Current Year Surplus/(Deficit)	7,397	(5,400)	
	Section 106 Heating	-	1,840	
	Section 106 Conversatory	-	1,321	
	General Funds	38,666	44,066	
	The Chantry	1,045,543	1,045,543	
<b>Total Funds Carried Forward</b>		<b>1,091,605</b>		<b>1,087,369</b>

**Notes to the Accounts**

1. The accounts are prepared on a receipts and payments basis and no account has been taken of accrued/prepaid income or expenditure

**Independent Examiners Report to the Trustees of Thornbury & District Community Association  
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 charities act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of Independent Examiners Statement**

My examination was carried out in accordance with 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 these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 Examiners Statement**

In connection with my examination, no matter has come to my attention:

1. 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 Charities Act to prepare accounts which accord with the accounting records and comply with the with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



M J Bowles  
MJIB Accounting Ltd

Thornbury & District Community Association  
Registered Charity 301639

Restricted Funds income and expenditure for year to 31st December 2022

Restricted Funds - 2022	Heating Project - Section 106 - South Glos Council	Heating Project - Section 106 - South Glos Council	Co-op - Coach Hall	National Lottery - Furniture	TOTAL
Opening Balance	<b>1,840</b>	<b>1,321</b>	<b>0</b>	<b>0</b>	<b>3,160</b>
Income					
Grants - Received	0	0	1,432	10,000	<b>11,432</b>
Expenditures					
Heating system - Building Repairs/Renovation	1,840	0	0	0	1,840
Painting/Rendering/Fire Door - Conservatory	0	1,321	0	0	1,321
Repainting (Coach Hall)	0	0	1,432	0	1,432
Replacement furniture	0	0	0	10,000	
Total Expenditures	<b>1,840</b>	<b>1,321</b>	<b>1,432</b>	<b>10,000</b>	<b>14,592</b>
Net Income/(Expenditure) (Closing Balance)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>