

Thornbury and District Community Association

Annual Report and Financial Statements for the year ended
31 December 2020

Report of the Trustees

The Trustees present their report, together with the examined Final Statements of the Charity for the year ending 31 December 2020.

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:-

Alzheimers Society
Art +
Art History Study Day
Avive Dance Company

Bristol School Of Tai-Chi
Carer's support Group
Chantry Embroiderers
Climate Action Thornbury and Surroundings (CATS)
Coconut Kids
Downpour Theatre Company
Duke of Edinburgh Award
Ellen Victoria School of Dance
Face2Face Parkinsons
Geostudies
Gloucestershire Archery Society
Inspiration
Jane Robbins Yoga
Jo Jingles
Thornbury Dog Training
League of Friends of Thornbury Hospital
Lianne Price Art
Thornbury Liberal Democrats
Watercolour painting group
Lions Club of Thornbury
Makaton
Mindful Meditation
Mini First Aid Gloucestershire
Mount Cottage Crafts - Candle Making
Northavon Academy of Performing Arts
Northavon Youth Theatre Company
Parkinsons Support Group
Pregnancy Yoga
Society of Friends (Quakers)
Rock the Tots
Sally Cullum Pilates
Severn Vale Art Trail
Severnvale Smallholders
Sustainable Thornbury
The Hatch Camphill Community
Thornbury & District Stamp Club
Thornbury & South Gloucestershire Amateur Radio Club
Thornbury and South Gloucestershire Model Railway Club
Thornbury Carers Support Group
Thornbury Castle Neighbourhood Watch
Thornbury Eisteddfod
Thornbury Geological Group
Thornbury Magazine
Thornbury Musical Theatre Group (TMTG)
Thornbury Town Football Club
Thornbury Welcomes
Thornbury Wellbeing Group
U3A Ancient Studies/Civilisations
U3A Art Appreciation
U3A Astronomy
U3A Committee
U3A Computer Group

U3A Discussion Group
U3A Family History
U3A French
U3A Geology
U3A History
U3A Investment
U3A Jazz Appreciation
U3A Photo Group
U3A Science & Technology
Vale Link 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
J Snowden Treasurer (appointed 27.01.20)
P Oddy (appointed 27.01.20)
C Davies
S Goodwin
R Howells
R Laney
E McDonald (resigned 13.11.20)

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:

Joan Hawkins, Anne Holland

Solicitors

Kirby Simcox
36 High Street
Thornbury
Bristol
BS35 2AJ

Bankers

Barclays Bank Plc
788 Fishponds Road
Fishponds
Bristol
BS16 3UR

Contact details:

Address:

The Chantry
52 Castle Street
Thornbury
Bristol
South Gloucestershire
BS35 1HB

Telephone number

01454 414268

Email address

office@thechantry.org.uk

Website

www.thechantry.org.uk

Achievements and activities

Chairman's Report

With the advent of the Covid-19 pandemic, 2020 was a challenging year for the association.

I would firstly like to pay tribute to the administration and caretaking staff. They demonstrated huge flexibility during the crisis and their support was critical in ensuring that the Chantry not only survived but was actually improved significantly during the lock-down.

As soon as the pandemic hit the country, measures were taken by the Trustees to cut out all non-critical expenditure. By taking these steps at a very early time, coupled with the grant support we received from several sources, a healthy overall financial position was able to be maintained throughout the year. Once again, we received generous operational support from Thornbury Town Council during the year, for which we are extremely grateful.

While the Chantry was closed to the public for much of the year, we took the opportunity to carry out some major improvements to the facilities. These projects would have been much more difficult to execute if the facility had been operating normally.

We are extremely grateful to Enover Community Trust for their continued support. They provided a grant which enabled us to completely renew the toilet facilities in the main building. The toilets had not been updated since the 1960's and were in desperate need of modernisation. The project was successfully carried out over a period of several weeks in the summer and we now have fabulous quality facilities.

The exterior of the Chantry main building had not been painted since the 1960's. The render was in very poor condition in some areas and needed repair. Following discussions with the Conservation Officer, it was agreed to proceed with repairing the render and completely re-painting the exterior. This project was paid for from funds which had been saved up over a few years, including donations from the community.

The result of this work is that the Chantry is no longer a dirty looking blot on the Castle Street landscape but looks wonderful and fully compliments the range of pastel colours in this historic street.

Finally, the Chantry had been heated using 32 storage heaters which were around 30 years old. Not only was this equipment likely to become dangerous due to its age but the heating was extremely expensive to run and very inefficient. By the end of each afternoon, all the heat had come out of the storage heaters meaning that the facility was cold in the evenings. This had implications on our ability to hire out rooms in the winter evenings.

South Gloucestershire Council responded to this situation and very generously provided a grant from a Section 106 housing development fund, to enable us to remove the storage heaters and install central heating systems in both buildings. The design of these large and complex systems was carried out free of charge by Andrew Beavis, a retired building services consulting engineer, for which we are extremely grateful.

The new systems were installed in a 6 week period during the autumn and were successfully commissioned. These systems will massively improve the environment in the buildings during the

colder months and will lead to a significant reduction in energy wastage as well as far lower running costs.

At the start of 2019 the Trustees held a Strategy meeting. This agreed our operational priorities as well as a medium- term development plan for the business and the facilities to enable the Chantry to become a sustainable and high-quality resource for the local community. By the end of 2020 we had achieved all of the improvements set out as goals in this Strategy as well as some other hugely significant initiatives. These are as follows:

- Renovation of the old bar-room
- Clearing and fitting insulation to the attic spaces
- Repairing the render and painting the exterior of the buildings
- Renovation of toilet facilities in the man building
- Replacement of storage heaters by central heating systems
- Creation of a new website, logo and branding
- Implementation of on-line room availability and booking
- Implementation of new cloud-based accounting system
- Implementation of on-line ticketing for events
- Simplification of business processes and improvements to IT systems

As early as possible in 2021, the Trustees will hold another strategy meeting to agree the next set of priorities in order to continue to develop this wonderful community resource.

I would like to thank my fellow Trustees for their hard work over the past year and once again I want to express my thanks to our admin and caretaking team for their enthusiasm and support through challenging circumstances. We are also very grateful for the numerous comments of praise and support we have received from the local community in response to the improvements we have been making.

Dave Derham

Chairman

Financial Review

Treasurer's Report

Overview

The financial position of TDCA was severely affected by the Covid-19 pandemic and associated lockdown restrictions, which effectively prohibited the gathering of community groups from April onwards. Income from the core business of room rentals and leases was £29,055 which represents a reduction of 49% over 2019. This reduction in income was off-set by Covid-related support income from HMG and South Gloucestershire Council, which totalled £26,369.

Total operational support costs, which include a contribution to the significant costs of long-overdue maintenance of the building, rose by £9,592, an increase of 16%.

Total operational expenditure exceeded income by £5,034, which represents 7.8% of total turnover. This deficit mostly reflects the contribution made to long-overdue building maintenance, rather than on-going operational matters.

Significant expenditure on building renovation was enabled by the securing of restricted grant-based funds (see below).

On-going reserves continue to be comfortably above the minimum set by the Trustees. (See below)

The following grants were received during the year:

Unrestricted grants:

Thornbury Town Council operating grant	£4,100
Covid-19 South Glos. Council	£12,001
Covid-19 Job Retention Scheme	£14,368

Restricted grants:

South Glos. Council	£59,698 (Heating system replacement)
Enovert Community Trust	£25,200 (Net value of grant for toilet refurbishment)
South Glos. Council (MAF Funding)	£900 (Render/Painting Project)
Quartet – Donor Directed Grant	£500 (Render/Painting Project)

The following sums were spent on major improvements during the year:

Main building toilet refurbishment	£27,995
Heating system replacement	£53,182
Rendering and painting of building	£13,975

Reserves policy

Unrestricted free reserves are needed to provide resources which can be designated to essential projects in order to enable these projects to be undertaken at short notice or for which third party funding is unlikely and to cover the costs of administration and support without which the Association could not function.

The Trustees have 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 £18,000.

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

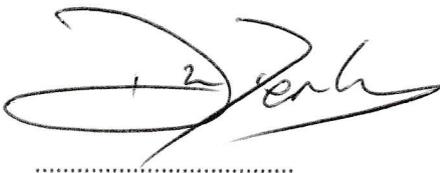
Free reserves at the end of 2020 stood at £41,254, i.e. an excess of £23,254. This surplus will be necessary to fund a number of important improvement projects which are currently being specified as well as providing an additional safety net to enable financial management through the Covid-19 pandemic.

Risk Management

The Trustees continue to monitor the potential risks to future income associated with the Covid-19 pandemic. The current significant margin on reserves will allow timely consideration of options for best management of income and expenditure going forward.

John Snowden**Treasurer**

Approved by order of the board of trustees on 13th September 2021 and signed on its behalf by



.....
David Derham
Chair of Trustees

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 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.

 11/9/2021
CIMA.

Michael J Bowles

M J Bowles
MJB Accounting
South Gloucestershire CVS
September 2021

Thornbury & District Community Association
Registered Charity 301639

Statement of Financial Activities to 31st December 2020

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

Unrestricted funds

	Note	2020 £	2020 £
Income			
Bar Income		354	
Donations		1,088	
Commercial Leasing Sales		5,384	
Community Leasing Sales		6,402	
Room Hire		17,269	
Thornbury Lighting Services		3,641	
Misc. Income		12	34,150
Grants			
Covid 19	South Glos. Council	12,001	
	JRS - Caretakers	8,009	
	JRS - Office	6,359	26,369
	Thornbury Town Council - Revenue	4,100	4,100
Total Income			64,619
Expenditure			
Direct Charity			
Bar & Catering Purchases		910	
Cleaning		926	
Security		266	
Hallmaster Fees		224	
Insurance		2,710	
Gardening Maintenance		1,322	
Advertising/Promotional		90	
Utilities		8,775	
Office/Administration Costs		1,697	
Telephone & Internet		653	
Fire Precautions		1,051	
Payroll - Caretakers		17,489	
Payroll - Office		14,787	
Repairs & Renewals		15,887	
Total Direct Charity Costs			66,787

Other Costs

Bad Debt Expenses		79	
Legal & Professional		2,137	
Bank Charges		(2)	
Depreciation		652	
Total Other Costs			<u>2,866</u>
Total Expenditure			<u>69,653</u>
Surplus/Deficit			<u>(5,034)</u>

Funded By:

Fixed Assets		1,048,499	
Current Assets	Bank Accounts	48,414	
	Debtors	775	
	Bar Stock	150	1,097,838
Current Liabilities	Creditors	391	391
Total Assets			<u>1,098,229</u>
Capital & Reserves	Current Year Deficit	(5,034)	
	Section 106 Heating	1	6,516
	Restricted Funds c/fwd	1	2,104
	General Funds		49,100
	The Chantry		1,045,543
Total Funds Carried Forward			<u>1,098,229</u>

Thornbury & District Community Association
Registered Charity 301639

Restricted Funds income and expenditure for year to 31st December 2020

Fund	Pots of paint appeal	New heating systems	Toilet renovation	Wildlife garden	Render repairs and painting	Window repairs
Source of fund	Donations	S.Glos Council (Section 106)	Enovert Community Trust	Tesco	S. Glos Council and Quartet	Coop
Opening balance	982	0	768	140	0	1,336
Grants received	0	59,698	25,200	0	1,400	0
Expenditure	982	53,182	25,200	140	1,400	0
Closing balance	0	6,516	768	0	0	1,336

Notes to the Accounts

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

Note 1. See the detailed report on Restricted Funding