



**TOPSHAM
COMMUNITY
ASSOCIATION**

Charity No.: 274593

ANNUAL REPORT AND ACCOUNTS

For the year ended 31 March 2007

MATTHEWS HALL, FORE STREET, TOPSHAM EX3 0HF

www.topsham.org

TOPSHAM COMMUNITY ASSOCIATION

(Registered Charity No.274593)

LEGAL AND ADMINISTRATIVE INFORMATION

Governing document

The governing document that regulates the objects and activities of the Association is the Constitution adopted on 27 September 1977, as amended on 20 June 1989, on 19 March 2001, on 26 April 2005 and on 13 February 2006.

Objects

(a) to promote the benefit of the inhabitants of Topsham without distinction of sex or of political, religious or other opinions by assisting the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for its inhabitants;

(b) to establish or to secure the establishment of a Community Centre (Matthews Hall) and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of the Centre for activities promoted by the Association and its constituent bodies in furtherance of its objects.

Matthews Hall

Matthews Hall is leased to the Association by Exeter City Council under a 25-year lease dated 14 April 1999. It is vested in the Custodian Trustees and maintained and managed by the General Committee.

As in previous years, the City Council granted the Association a 100 per cent rebate of the rent of the Hall. The Association is responsible for insuring the Hall and its contents and for its upkeep. A live-in caretaker and two part time employees, reporting to the Chair of the Hall Management Committee, carry out the day-to-day administration.

Matthews Hall is in daily use for pre-school, badminton, line dancing, drama groups, pantomime, art and music groups, meetings of many local clubs and societies, private functions, blood donation services and, on Saturdays, a traders' market. One room is let to the Police Authority as an office, and the Hall otherwise serves as a Town Hall, for example as a polling station.

Members of the General Committee

Elected at Annual General Meeting on 25 April 2006

President: Mr P Obussier
Chairman: Mr J M Smithson
Vice-chairman: Mrs M Butt
Treasurer: Mr CS Preston
Secretary: Mrs S Wilkinson
Members: Mr J Foulston (resigned January 2007)
Mr M Hodgson
Mr T Rogers

Co-opted members: Mrs J Halliday
Mrs E Hubbick
Dr C Williams

Ex-officio members: Councillor A Leadbetter (Devon County Council)
Councillor R Newby (Exeter City Council)

Appointed by Exeter City Council:

Councillor Mrs M Evans:

Hall Management Committee:

Mr C S Preston (Chair)
Mrs J Halliday (Secretary)
Representatives of the main users of the hall, as follows:
Mrs D Bridgewood (Topsham Society)
Mrs M Butt (Estuary Players)
Mr N Deasy (Topsham Pre-school) to July 2006
Mr R Holland (Badminton Club)
Ms E Jasch (Topsham Film Society)
Mr M Munns (Topsham Amateur Dramatic Society)
Mrs J Sugden (Bridge section, Topsham Bowling Club)
Mr F. Thorne (Saturday market traders)
Mrs Verity Troulan (Seedlings Pre-School) from August 2006
Mr S Yerrell (Exe Decorative and Fine Arts Society)
In attendance:
Mrs V. Coe, Bookings Manager
Mr S Hilton, Caretaker
Mrs RG Williams, Market Manager

Hall Modernisation Committee:

Mr J Foulston (Chair)
Mrs J Halliday.
Mr C S Preston
Ms L Seymour
This was wound up following presentations in July when responsibilities were transferred to Hall Management Committee

Custodian Trustees

Mr B Nott
Mr J Phillips
Mr RH Trafford

The power to appoint Trustees is vested in the General Committee

Solicitors

Messrs. Stones, Linacre House, Southernhay Gardens, Exeter EX1 1UG

Independent examiner

Mr FW Bush, 33 Fore Street, Topsham, Exeter EX3 0HD

Bankers:

National Westminster Bank, 20 Fore Street Topsham EX3 0JZ
COIF Charities Deposit Fund, St Alphage House 2 Fore Street London EC2B 0ZZ

Investment powers

Under the Constitution, as amended on 19 March 2001 and on 13 February 2006, the Association must hold its monetary assets with its bankers. Not more than £5,000 may be held at any time at National Westminster Bank, to meet the day-to-day requirements of the Association. All other monetary assets are held in the COIF Charities Deposit Fund.

Correspondence address for Hall business

28 Strand, Topsham, Exeter EX3 0AX

REVIEW OF THE YEAR

There were two overriding issues to progress during the year; the **modernisation of Matthews Hall** and the **Topsham Community Plan**.

MATTHEWS HALL

Hall modernisation

The Hall Modernisation Committee presented the feasibility study prepared by consultant architect Fusearchitecture to the General and Hall Management Committees and the community for consultation. This resulted in a number of additional suggestions for optimisation. We subsequently exhibited the revised plans at a public exhibition in Matthews Hall.

The Executive Committee of Exeter City Council approved our proposals for the modernisation of the Hall at their meeting on 13 March. The Committee welcomed the proposed improvements to the hall which were much needed and thanked the Association for bringing forward this project.

The importance of the Modernisation Project to the long term financial viability of Matthews Hall is evident from the decline this year in income from events. We were pleased however to be able to accommodate a new Pre-School group "Topsham Seedlings" to replace Topsham Pre-School who are now housed in Topsham School.

Staffing

Steve Hilton our new Caretaker and his wife Angela are now well established and our thanks as ever go also to Veronica Coe, Bookings Manager and Rita Williams, Saturday Market Manager for their loyalty and commitment.

THE TOPSHAM COMMUNITY PLAN

The Community Plan was published in December 2006 both as a booklet and as a CD-ROM. Copies were presented to Exeter City and Devon County Councils prior to an Exhibition in Matthews Hall in February 2007 which attracted 300 people and much favourable comment. The Chief Executive of Exeter City Council praised the initiative as professional and well presented and promised access to relevant Council officers. The project has broken even financially thanks to grants received from Awards for All and the Topsham Bowling Green Marsh Fund (administered by Exeter City Council).

SUMMER YOUTH ACTIVITIES

For the fifth year running Maggie Butt devoted her boundless energy to the organisation of this event for 10-16 year olds in Topsham and environs. There were 19 sessions in all, covering 13 different activities 230 places were available, nearly all of which were booked by 64 participants. We aimed to keep the price affordable for everyone - £2.50 per session. This was only possible because of a grant from the Hele's Educational Trust, who have generously supported us since the activities started in 2002, and because of the generosity of tutors/instructors who gave their time and skills without charge.

We warmly thank all these people who helped our youngsters to have a good time while learning new skills or improving others.

LOCAL ISSUES

During the course of the year we facilitated public meetings on subjects affecting the community, viz., The Exe Cycle Route and The future of Policing in Topsham. We made representations to the City Council on the Exeter Core Strategy Preferred Options and on changes to management of Topsham off-street parking. Finally we continued to monitor possible changes to **Topsham Quay**.

In November we attended a networking day "Communities First" organised by Exeter City Council to discuss how the Council and communities can work together to improve our

neighbourhoods and offered subsequently to be considered as one of four Partnership pilot schemes.

OUTLOOK FOR THE FUTURE

Matthews Hall modernisation

Our major challenge will be achieving success in obtaining the funds required to implement this project, estimated at £350,000. We will be applying to

- The Community Buildings programme of the Big Lottery Fund
- The Community Council of Devon and Exeter City Council (matched grant aid)

In addition to local charities and our own fund raising initiatives.

Community Plan

The Community Plan Action Group has been disbanded and replaced by Implementation Groups representing each of the community subjects. They will work with identified partners to achieve the Plan objectives, reporting to the Association's General Committee.

REPORT ON THE FINANCIAL STATEMENTS

The Statement of Financial Activities, on page 7, sets out the income and expenditure of the Association under four fund headings to reflect the purposes to which the funding is restricted.

Matthews Hall and General fund

The income totalled £39,415 of which £6,800 was the grant from Exeter City Council for rebate of the Hall rental. Rents from Saturday market traders and other hall bookings amounted to £31,213. This represented a percentage increase over 2005-06 of 2.1%

In the year we increased our hall charges by 5.2% to reflect the increases in the unit costs of running the hall. As a result there was no increase in real terms of our Saturday market revenue and a real loss on our other hall bookings of 5.3%

The main users of the hall during the year and the revenue we received from each are set out at Note 2.

We received interest on our deposit with the COIF Charities Deposit Fund of £452

The expenditure totalled £37,576. The major part is the cost of operating the hall. At £30,382 this was 21.6% higher than the corresponding amount for the previous year. The increase in building and electrical repairs of £1,911 was as a result of having to replace the boiler in the caretaker's flat (£1,800). Other large increases included advertising (£280) resulting from additional advertising in the year and painting and decorating (£684) from our redecorating the Council Chamber to welcome the new pre-school.

Summer youth activities fund

The summer Youth Activities cost £1,337. We received a grant of £750 from the Hele's Education Trust and we charged £612 in fees for the children taking part. The surplus was £25, which added to the surplus brought forward from the previous year of £69 leaves a surplus of £94 towards the 2007 activities.

Matthews Hall Modernisation fund

This year we commissioned architects to carry out a feasibility study into the modernisation of Matthews Hall. The fees, including structural engineering fees, for this amounted to £2,950. Following consultation in the community we finalised the design and commissioned the architects

to draw up revised plans for exhibiting to the community, the landlords and other interested parties. The cost of this work has amounted to date to £4,348. We held one fund raising event this year which raised £960. The fund is now £5,621 in deficit and this sum represents total expended on this project less the proceeds of fund raising activities.

Community Activities fund

The main activity this year has been the publication of the Topsham Community Plan. This work was carried out by the Topsham Community Plan Action Group, which we set up last year.

The cost of producing the plan this year was £2,391. This was funded by a grant from Exeter City Council of £1,500, sales of the Plan amounting to £353 and the surplus brought forward from last year of £544. The final balance was £7 which was returned to the Association.

All four funds

The total net movement of all the funds amounted to a deficit of £4,194. The total funds carried forward amounted to £11,976.

**INDEPENDENT EXAMINER'S REPORT TO THE GENERAL COMMITTEE OF
THE TOPSHAM COMMUNITY ASSOCIATION**

I report on the accounts of the Topsham Community Association for the year ended 31 March 2007, which are set out on pages 7 to 11.

Respective responsibilities of general committee and examiner.

The charity's committee are responsible for the preparation of the accounts. The committee does not consider that the audit requirement of s.43 (2) of the Charities Act 1993 (the Act) apply.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act)state
- follow the procedures specified in the General Directions given by the Charity Commissioners (under s.43 (7)(b) of the 1993 Act), and
- to 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 Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's 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 s.41 of the 1993Act; and
 - .to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.

FW Bush
(Retired) chartered accountant
33 Fore Street, Topsham, Exeter EX3 0HD

15 April 2007

TOPSHAM COMMUNITY ASSOCIATION

(Registered charity no. 274593)

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 MARCH 2007

	Matthews Hall and General fund	Summer Youth Activities fund	Matthews Hall modernisation fund	Community Activities fund	Total	2006
	£	£	£	£	£	£
Incoming resources						
Voluntary income						
Grant from Hele's Educational Trust	-	750			750	500
Grants for Hall modernisation			-		-	-
Donations for Community Plan	-				-	300
Donations for Audio-visual equipment	-				-	351
Other donations	-			267	267	533
Grant from Exeter City Council	6,800	-			-6,800	6,800
Gift-aid tax relief				6	6	85
	6,800	750		273	7,823	8,569
Activities for generating funds						
Fund raising events	-		1,783	-	1,783	320
Sales of publications	-			-	-	652
	-	-	1,783	-	1,783	972
Investment income						
Bank interest	452				452	418
Incoming resources from charitable activities						
Saturday Market traders	14,092				14,092	13,425
Hall bookings - Note 2	17,122				17,122	17,138
Devon and Cornwall Police Authority-rent of office	950				950	750
Summer youth activities fees	-	612			612	570
Sale of equipment	-	-			-	393
	32,163	612			32,775	32,276
Total incoming resources	39,415	1,362	1,783	273	42,833	42,235
Resources expended						
Costs of generating voluntary income						
Fund raising events			823		823	-
Charitable activities						
Hall operating costs - Note 3	30,382				30,382	24,982
Rent payable	6,800				6,800	6,800
Postage, printing and stationery	123				123	572
Youth activities operating costs	-	1,180			1,180	977
Youth activities publicity and administration costs	-	157			157	83
Audio-visual equipment	92				92	522
Hall modernisation expenditure	-		7,298		7,298	-
Staff recruitment	-				-	962
Disability access audit	-				-	338
Licensing Act 2003	180				180	707
Fore Street Christmas lights	-				-	333
Community plan expenditure	-				-	69
Topsham Community Plan Action Group-transfer of surplus (2006 donations)-Note 4				(7)	(7)	967
	37,576	1,337	7,298	(7)	46,204	37,311
Total resources expended	37,576	1,337	8,121	(7)	47,027	37,311
Net incoming resources	1,839	25	(6,338)	280	(4,194)	4,924
Reconciliation of Funds						
Total funds brought forward	15,184	69	717	200	16,170	11,246
Total funds carried forward	17,023	94	(5,621)	480	11,976	16,170

NOTES ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007

Note 2 Hall users

		No. sessions	2006
1. Pre-school	1,724	206	1,677
2. Clubs, societies and charities that use the hall to further their objects			
Badminton	1,040	50	1,260
Bridge section Topsham Bowling Club	334	22	292
EDFAS	297	10	253
Estuary Players	770	15	630
Exeter Camera Club	294	20	494
Exeter Electronic Organ Club	606	12	629
Guides, Brownies and Rainbows	435	125	468
Meetings	46	3	312
Miscellaneous	237	7	-
Topsham Amateur Dramatic Society	577	12	466
Topsham Birdwatchers and Naturalist Society	136	7	73
Topsham Film Society	1,027	16	953
Topsham Flower Club	452	10	392
Topsham Museum Society	41	1	-
Topsham School	214	5	-
Topsham School of Dance-dance display and rehearsals	385	8	397
Topsham Society	179	4	72
Topsham WI	62	1	-
Town Fayre	87	1	-
Youth activities	32	1	-
3. Hirers who provide education and training for the community			
Art classes	849	90	845
Bicton College-flower arranging course	431	10	486
Dance rehearsals	345	53	-
Keep singing	235	17	190
Latin dancing	205	5	-
Line dancing classes	2,604	40	2,386
Pilates	108	11	-
Tap Dance class	70	10	-
4. Hirers who put on dances and other leisure activities for the benefit of their members/public			
Band concert	212	3	199
Ceilidh	77	1	325
Dance club-ballroom, latin and sequence	133	2	388
5. Private hirers for their own functions not open to the public			
Private parties	1,265	16	1,907
6. Local authorities and other public bodies	-		
National Blood Service	172	4	248
Elections	-	-	139
7. Retail traders	719	12	1,249
8. Miscellaneous			
Art exhibition	52	3	
Miscellaneous	668	12	410
	<u>17,122</u>	<u>865</u>	<u>17,138</u>
Hire of Matthews Hall	16,334		16,357
Performing Right Society-contributions to charge	517		625
Licensing Act 2003 fees	270		156
	<u>17,122</u>		<u>17,138</u>

TOPSHAM COMMUNITY ASSOCIATION

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NOTES ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007

Note 3 Hall operating costs	£	£
Wages (including tax and NI)	16,407	15,314
Electricity	605	810
Gas	2,614	1,500
Building insurance	668	1,063
Water	1,104	982
Advertising	1,066	786
Insurance-contents and public liability	455	433
Telephones	532	494
Cleaning and trade refuse	1,486	1,066
Painting and decorating	684	-
Furnishings, equipment and curtains	527	225
Building and electrical repairs	3,643	1,732
Performing Rights Society fees	368	382
General	222	194
	<u>30,382</u>	<u>24,982</u>

Note 4 Topsham Community Plan Action Group

The Topsham Community Plan Action Group was constituted on 26 July 2005 for the following purposes:

1. To produce a Community Plan for Topsham, in consultation with the local community, for the guidance of residents and Exeter City Council
2. To seek public comments on and endorsement of the Topsham Community Plan so that we can inform the authorities of these views with confidence
3. To work to have the Community Plan adopted by Exeter City Council
4. To undertake projects that belong to the voluntary and community sectors

Income and expenditure account for year ended 31

March 2007

	£	£	£	2006
Income				£
Donation by Topsham Community Association			-	967
Grant from Awards for All			-	5,000
Grant by Exeter City Council		1,500		
Sales of Community Plan and Questionnaire Results		<u>353</u>		
		1,853		<u>5,967</u>
Expenditure				
Printing questionnaires and analysing returns			4,612	
Printing questionnaire results and leaflets	1,257			
Typing written comments from questionnaires	-		550	
Printing flyers, labels, posters and supplying envelopes	-		230	
Publishing and printing Community Plan copies	851			
Exhibition costs	182			
Administration	<u>100</u>		<u>31</u>	
		<u>2,391</u>		<u>5,423</u>
Deficit for year		(538)		<u>544</u>
Surplus at 1 April 2006		<u>544</u>		
Surplus paid to Topsham Community Association		<u>7</u>		

TOPSHAM COMMUNITY ASSOCIATION

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NOTES ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2007

Note 5 Nat West current account

	<i>2006</i>	
	£	£
Main account	3,881	<i>1,848</i>
Payroll account	356	<i>100</i>
	<u>4,237</u>	<u><i>1,948</i></u>

Note 6 Debtors

	£	£
Bank interest	86	<i>119</i>
Building insurance	1,735	<i>668</i>
Gift-aid tax relief	-	<i>94</i>
Saturday market traders	303	
Hall bookings	789	<i>1,554</i>
Matthews Hall modernisation project		<i>280</i>
Operating costs	214	<i>68</i>
	<u>3,127</u>	<u><i>2,783</i></u>

Note 7 Creditors

	£	£
Deposit on caretakers flat	250	<i>250</i>
Hall modernisation expenditure	668	
Hall bookings	360	<i>371</i>
Operating costs	670	-
	<u>1,948</u>	<u><i>621</i></u>