

# The Rainham & Wigmore Community Association

Known locally as The Oast



## Trustee Annual Report

For The Period Ended 31st December 2016

Charity Registration Number: 302748

Registered Address:  
The Oast Community Centre  
Granary Close  
Rainham  
Kent  
ME8 7SG

## TRUSTEE LIST 2016

Name	Position (if any)	Dates	Meetings Attended**
Danny Hawkes	President	January to December 2016	1
Graham Anstee	Chairman	January to June 2016	Past Cmte
Paul Clark	Co-Chair – Policy & External Relations	June to December 2016	6
Tracey Staples	Co-Chair – Users & Community	June to December 2016	5
Kevin Martin	Honorary Secretary	January to June 2016	Past Cmte
Elizabeth O’Hanlon	Honorary Secretary	June to December 2016	6
Louise Ball	Honorary Treasurer	January to June 2016	Past Cmte
Sarah Tyler	Honorary Treasurer	June to December 2016	5
Lynn Cass	Bookings Secretary	January to June 2016	Past Cmte
Ann Chandler	Joint Bookings Secretary	June to December 2016	6
Jacqui Nelligan	Joint Bookings Secretary	June to December 2016	4
Alex Wade	History Officer	June to December 2016	4
Josie Anstee	Executive Member	January to June 2016	Past Cmte
Lloyd Cook	Executive Member	From June 2016 to September 2016	1
Rachel Young	Executive Member	From June 2016 to December 2016	3
Mitch Ross	Executive Member	Co-opted September 2016 EC	3
<b>** There were a total of 6 meetings from the last AGM in June and December 2016</b>			

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Rainham & Wigmore Community Association (R&WCA) is a membership association, constituted as a charity on 30th May 1968.

The R&WCA trustees form two voluntary committees, a Council committee and an Executive committee. The council committee is responsible for the overall operation of the charity, and the Executive committee is responsible for the day to day operations (the running of the Community Centre).

The Council Committee is elected each year at the Annual General meeting and consists of a Chairman, Honorary officers, Council Members elected from Full Members of the Association, and an Associate Members Representative, together with one representative from users and voluntary organisations that operate in the area.

Formally, the Executive Committee is appointed at the first meeting of the Council, the Chairman and Honorary Officers of the Council automatically become the equivalent members of the Executive

committee. Additional members are then appointed from the remaining elected trustees.

For the last few years the Council has utilised its ability to delegate all of its powers to the Executive committee to streamline the meetings and provide consistency in operations throughout the year. The trustees meet once a month to discuss matters relating the charity and the Community Centre including planning and financial matters.

## **OBJECTIVES AND ACTIVITIES**

The past year, 2016, has really been a tale of two halves.

The old previous committee was in post from January to June 12, 2016 when the last AGM took place. None of the main officers from that committee attended the meeting.

The new committee was duly elected and in the main this Annual Report reflects the significant changes since the new committee was elected.

Right at the outset, we were determined that we should attempt to open up the Oast in a number of ways

- Increased opportunities to hire and use the Oast with greater flexibility and commitment to providing a service
- Greater scope for people to work within the Oast as part of the running of the Oast
- Develop partnerships with external groups

We also wanted to have a Vision and Mission Statement that was fit for purpose and reflected the thrust of the new committee.

At its meeting in July the committee endorsed the following statements:

### **VISION STATEMENT**

Create a vibrant, diverse, accessible and financially sustainable community centre at the heart of Rainham, supported by the people of Kent and Medway, at the same time protecting and enhancing our heritage in the Oast House.

### **MISSION STATEMENT**

Provide facilities that present opportunities for a strong community centre at the heart of Rainham, built on the underpinning values of good governance, accountability, respect, equality and dynamism.

#### **Strategic Objectives**

- Provide flexible, accessible, safe and economical facilities for community groups and social enterprises from which they can operate, support each other and deliver services to their members.
- Create a home where community growth, action, volunteering and enterprise will be nurtured, built upon effective community engagement across a wide spectrum of groups and funders
- Operate on a financially sustainable model to protect the Oast building and its land; all monies generated will be recycled back into the Rainham Oast Community Centre.
- Actively seek new sources of funding to deliver the community centre ethos which is vested in

the neighbourhoods of Medway

- Ensure our policies and actions facilitate a community centre seeking to educate, inform, inspire and improve wellbeing of the local community through a range of activities.
- Ensure our policies and actions encourage equality and diversity of provision regardless of age; disability; gender or gender identity; marriage and civil partnership status; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background.
- Develop 21st century community-led governance arrangements, with the ownership of the Rainham Oast remaining within the remit of the R&WCA (Charity No. 302748).
- The governance model will be fit for purpose to manage building assets sustainably and within a social enterprise ethos.

### **Delivery of public Benefit**

The trustees kept in mind the Charity Commission's guidance on public benefit at all meetings where the R&WCA's activities were planned or reviewed. The main focus of this being The Oast and the opportunities it provides for social welfare, education, recreation, leisure activities within the community.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Centre Users and Events**

When we took over the committee we were very aware of the vast potential within the Oast and were struck by the very limited use it was getting, We wanted to turn around that position ensuring that as many groups as possible could use the Oast's facilities whilst at the same time increasing the revenue stream to help support the modernisation programme.

Pre the June 2016 AGM the number of hours booked out on a regular basis was just 53 hours (this figure makes adjustments for monthly regular bookings). This meant just under 12% of the available space was being used.

In the six months from July, we saw bookings increase on a weekly basis by almost 30% to 83.75 hours a week. This has increased overall occupancy to 19% - a significant achievement in just 6 months. However, we are aware that it still means that four out of every five hours each day are not utilised. One of the important considerations for 2017 has to be how that occupancy level can be increased and a higher level of operations managed.

We are proud to host a diverse range of activities in 2016 which included; sports, spiritual, gaming, education, child development, music, social, fitness and health.

<b>GROUP</b>	<b>TIME</b>
<b>MONDAY</b>	
Little Yoga Bears	19.00-21.00

Granary Get2Gether	19.15-21.00
<b>TUESDAY</b>	
Jo Jingles	09.00 – 13.00
Slimming World	14.00-22.00
Deanwood Badminton	19.00-22.00
<b>WEDNESDAY</b>	
50+ Keep Fit	9.00 – 13.00
Hermione Social Club	18.00-21.00
Gillingham Gamers Club	19.00-22.30
Rainham Chess (Basically every other week)	19.30-22.30
<b>THURSDAY</b>	
Rainham W.I (Every 3 <sup>rd</sup> week of the month)	14.00-18.00
Angel Messenger	18.00-22.00
Yoga Bears	09.00 – 12.30
Crafty Friends	18.30-21.30
<b>FRIDAY</b>	
Baby Sensory	9.00 – 13.00
Moore or Less Folk Group (Every 2 <sup>nd</sup> week of month)	20.00 – 23.00
<b>SATURDAY</b>	
Dynamic Dance	09.00-13.00
Gamers Hub	10.00-17.00
Mansai Yoga	17.30-18.30
Oast Quizzers (every 4 <sup>th</sup> week)	19.30 – 22.30
<b>SUNDAY</b>	
Granary Church	10.00 – 13.00
Mansai Yoga	15.30 – 17.30

In addition, to increasing the number of regular bookings, we also took a policy decision that we would entertain more one-off casual bookings. This does bring a significant demand on the executive since all casual bookings require additional support and management over and above regular users. We are now a popular venue for parties, especially children parties.

### **Significant Steps Forward**

At the outset of this section may we thank everyone who has commented so positively upon all the significant changes that have been undertaken. This means a lot to the committee and as you know all its members are volunteers.

As the committee we want to say a BIG THANK YOU to everyone who has contributed, time, money and supplies to the Oast – we very much appreciate it.

### **Grants and Donations**

We made successful applications to a number of organisations including

- £995 from One Stop
- £1000 from Persimmon Homes
- A number of personal donations including one of £500

The Executive organised a very successful Christmas Fayre on 3 December raising over £700, There were over 40 stall holders each paying £10 and we opened the 'Oast Tea Rooms' for the day which raised further funds. We are grateful to everyone who was involved and attended.

The funds raised through such activities and grants meant that the Oast could now fund the development of an 'All Access' toilet facility within a former storeroom located off the main lobby.

### **Voluntary Involvement and Centre Improvements**

The Centre is a large old industrial Oast House which was built approximately 120 years ago and later purchased and converted for use as a community centre by R&WCA volunteers during the 1970's. It requires continual maintenance and we rely heavily on our volunteers.

We cannot stress enough our thanks to everyone who has been involved. Listed here are some of those changes and developments

- We have developed long term partnership with Mid Kent College – we have tied up with their Land based students who have undertaken landscaping and gardening work; also with some of the building trades students – especially their bricklayers who have been repairing our boundary wall. For the coming year we expect to work with their electricians on installing external lighting from the car park.
- At this stage may we record our thanks for all the plants, woodchip, fencing and other supplies that have been so generously donated by many companies and individuals.
- We have had the north wall repointed by Redgrave Roofing free of charge
- We have also developed a relationship with KSSCRC twice a week who have transformed the ground floor and Oast Hall, using paint and materials donated to us by Kier Construction. This has also included a renovation of the courtyard and repair of a historic leak in the courtyard involving the laying of a new soak away pipe.
- 5 lorry loads of rubbish were also removed from The Oast after a day of helping from KSSCRC.
- Following damage to our wire fence, Network Rail repaired this free of charge.
- We uncovered a leak in our inlet water main supply pipe and saved significant money each year in water charges (expected to be in excess of £3000).
- Installation of WIFI.
- Purchased 150 new conference chairs for use for groups.
- Acquired children's toys for use in the courtyard. May we take this opportunity to record our sincere thanks to everyone who has made donations.
- Repaired sack chute and kiln window which allowed pigeons to nest within the Oast and more recently (2017) installed retainers on windows to stop pigeon problem for returning.
- New email addresses were set up for a professional 'identity' and a dedicated bookings mobile phone number was established.
- The executive committee have fully renovated the internal bar, office and entrance hall with flooring donated by Richard Attfield; the sink and kitchen unit by Kevin Green at Howdens Joinery.
- Our entrance hall and office received a make over, paint and time donated free of charge from MJG Plastering and Decorating services.
- Alex Wade and her team of volunteers have unearthed a large amount of information about the working and social history of the Oast and continue to display these findings on the ground floor.

- We had furniture donated to us from many places, St Barts Hospital, Sittingbourne Registry Office and many more.
- Thanks to Sunlight Rotary Club, Arcelor Mittal and Kent Wire we were able to repair our entrance gates
- We received donations of tables chairs, cutlery and decoration (and much more) from Damon Dalmedo following the closure of The Barn. We welcomed new members of the community to the Barn at The Oast launch night (2017), where we also welcomed local service club leaders and The Press.
- Our Facebook following has almost doubled with our biggest reach post, reaching over 30,000 people. Twitter followers total over 300.
- We have benefitted from the interest of the local press with some generous coverage on a number of occasions by Medway Messenger, The Net and BBC Radio Kent.
- Janet Thomson, Glade Gardening services and Medway Eagles marching band have also lent a hand to maintain our garden space.
- Carpet for our ground floor and pre bar was donated free of charge by Strood Flooring. Network Rail gifted the Oast with a new stair carpet as well as resurfacing the car park.
- We also have had Christmas decorations donated from various supporters and made us look very 'Christmassy' over December.
- Tracey, as Co-Chair, Users and Community, organised a 'table donation' scheme and as a result we were able to purchase 15 new tables.

## **DURING 2017**

- The Executive agreed to the concept of creating Health and Education Zones in The Oast so that we can seek funding to develop services in both those areas for the community. Paul, as Co-Chair, Policy and External Relations, has been working on potential bids and this work needs to be developed in 2017.
- During 2016, we secured estimates from 6 contractors to remove the asbestos boarding in the whole building. We now need to consider how this work gets taken forward.
- In addition, to those estimates a variety of quotes have been secured for additional building work, including attending to the large crack in the west wall of the kiln wall. The Executive at its last meeting agreed that the fundraising effort should now focus on securing the monies to undertake that work.
- The Executive undertook a 'Strategy Planning Day' in April (2017) facilitated by an external person from 'Locality' - the national network "of ambitious and enterprising community-led organisations, working together to help neighbourhoods thrive".
- A new governance document is required to replace the 50 year old out-of-date constitution that exists and to replace the 'unincorporated' structure that currently exists.
- The Executive have been looking at model structures from the Charity Commission on appropriate structures and governance. This is all 'work in progress'.
- The Executive has 'work in progress' to look at serious funding options to underpin the significant work required and how to manage the growing popularity of the Oast.
- The new joint venture with the Barn restaurant needs to be developed following the launch in

May of 2017.

- A membership based organisation needs to be properly developed and the 'offer' developed.
- To develop an open and transparent organisation that embraces all talents from within the Oast and the community.

## **FINANCE**

### **Key Points**

- Income totalled £33,315. This was a significant achievement bearing in mind in 2015 there had been £16000 income from the Network Rail Contractor, Spencers for Office space. In addition, the increased rental income from bookings was spread only over the last 6 months of the year.
- At the same time our expenditure increased significantly as we started to invest in the building – be that maintenance supplies to paint and repair rooms or a new cleaning contract to ensure the building was pleasant for our users.
- Our water costs are extremely high at almost £5600. This was due to a main supply pipe leak. This was eventually rectified in the 1<sup>st</sup> quarter of 2017. We shall receive a rebate and expect our water bills to fall by £3000 this year.
- Overall our net position was a small deficit of £1162, but when the prepayment for gas supplies is factored in, we achieved an operating surplus of £2820.
- The Social Account which records the Bar activity showed an overall surplus for 2016 of £2248, which when coupled with the carry over balance of £1860, meant a £4108 surplus on the Social Account. Accordingly, £2108 was passed on to the R&WCA.
- On the Balance Sheet the value of the premises is recorded at the original purchase price and we are currently seeking a professional valuation of the property as required for insurance purposes and funding bids.
- We also need to complete a full audit of equipment and compile a more comprehensive asset register, especially as we buy new capital equipment.



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## **Independent examiner's report to the trustees of Rainham & Wigmore Community Association**

I report on the accounts of the Trust for the year ended 31 December 2016, which are set out on pages 10 to 12 of the Annual Report to the Annual General Meeting.

### **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 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- 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 Commission. 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 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 present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **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 section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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

  
B & R  
FINANCIAL CONSULTANTS  
8 LITTLEBOURNE AVENUE  
GILLINGHAM KENT ME8 6QG  
**Brian Buultjens, Accountant ICMA**  
Date October 10, 2017

**For Financial Year 01/01/2016 to 31/12/2016**  
**RECEIPTS AND PAYMENTS**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u>	<u>2015</u>
	£	£	£	£	£
<u>Receipts</u>					
Lettings - Regular	26,200	-	-	<b>26,200</b>	20,827
Casual Bookings	1,884	-	-	<b>1,884</b>	0
Subscriptions/Membership	305	-	-	<b>305</b>	410
Payments from R&WCA Social Club (Note 1)	2,108	-	-	<b>2,108</b>	293
Donations	517	-	-	<b>517</b>	16,930
Grant Income	-	-	-	<b>0</b>	320
Administration	-	-	-	<b>0</b>	50
VAT Partial Exemption Adjustment	-	-	-	<b>0</b>	347
Disability Facility Fund	-	2,301	-	<b>2,301</b>	0
<u>Asset / Investment Sales</u>	-	-	-	-	
<b>Total Receipts</b>	<b>31,014</b>	<b>2,301</b>	<b>-</b>	<b>33,315</b>	<b>39,177</b>

Payments

Fuel Costs (Note 2)	6,489	-	-	<b>6,489</b>	7,624
Water (Note 3)	5,596	-	-	<b>5,596</b>	1,344
Cleaning (Note 4)	8,183	-	-	<b>8,183</b>	2,637
Maintenance	6,267	-	-	<b>6,267</b>	1,828
Telephone & Broadband	656	-	-	<b>656</b>	338
Insurance	4,823	-	-	<b>4,823</b>	4,232
Waste & Other Services	1,335	-	-	<b>1,335</b>	1,274
Grant Expenditure	-	0	-	<b>0</b>	0
Administration (Note 5)	782	-	-	<b>782</b>	1,092
Marketing	195	-	-	<b>195</b>	0
Bank Charges (Note 6)	151	-	-	<b>151</b>	203
VAT Partial Exemption Adjustment	-	-	-	<b>0</b>	0
<u>Asset / Investment Purchases</u>	-	-	-	-	
<b>Total Payments</b>	<b>34,477</b>	<b>0</b>	<b>-</b>	<b>34,477</b>	<b>20,572</b>

<b>Net of Receipts / (Payments)</b>	<b>(3,463)</b>	<b>2,301</b>	<b>-</b>	<b>(1,162)</b>	<b>18,605</b>
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Cash Funds Last Year End	31,378	320	-	<b>31,698</b>	13,093
Cash Funds This Year End	27,915	2,301	-	<b>30,536</b>	31,698

**STATEMENT OF ASSETS AND LIABILITIES**

Cash Funds

Bank	28,428	0	-	<b>28,428</b>	10,586
Unpresented Cheques	0	-	-	<b>0</b>	(65)
Cash In Hand	0	-	-	<b>0</b>	2,572
<b>Total Cash Funds</b>	<b>28,428</b>	<b>0</b>	<b>-</b>	<b>28,428</b>	<b>13,093</b>
<b>Accounts Receivable</b>	<b>2,108</b>	<b>0</b>	<b>-</b>	<b>2,108</b>	<b>-</b>
<b>Total Cash Funds &amp; Accounts Due</b>	<b>30,536</b>	<b>0</b>	<b>0</b>	<b>30,536</b>	<b>13,093</b>

Other Monetary Assets

Social Club Year End Stock	-	1,079	-	<b>1,079</b>	0
R&WCA Social Club Account	-	3,029	-	<b>3,029</b>	1,860
Outstanding Year End	-	(2,108)	-	<b>(2,108)</b>	

Liability		2,000		-	<b>2,000</b>	1,860
<b>Assets Retained For Own Use</b>						
(Note 7)	Oast House Premises	-	104,281	-	<b>104,281</b>	104,281
(Note 8)	Furniture / Equipment	231	5,000	-	<b>5,231</b>	5,231
		231	109,281	-	<b>109,512</b>	109,512
<b>Prepayment</b>						
	British Gas as @ 31/12/16	<u>3,982</u>	-	-	<u><b>3,982</b></u>	<u>0</u>

#### Notes to the Accounts

Note 1 The R&WCA Social Club makes ad-hoc payments on request to the R&WCA during the financial year, and passes on any surplus over its working capital of £2,000 at the year end. The Club also pays its VAT liability (after partial exemption calculations) to the R&WCA who then pass it to HMRC.

For year ending 31/12/16 the Social Club allocated a payment of £2108 to R&WCA

Note 2 Fuel Costs refer to Electricity and Gas. In the case of British Gas it was recognised that we were paying at a rate significantly higher than required. Accordingly British Gas has lowered our payments recognising that we had overpaid by £3982 in 2016. This has subsequently been shown as a prepayment on the balance sheet

Note 3 Water charges were also noted to be significantly higher than expected. On investigation we were found to have a main supply leak. This has subsequently been replaced and repaired at no direct cost to the Oast. Water costs are expected to fall by £3000 pa and a rebate is also anticipated.

Note 4 Cleaning charges are significantly higher than in the previous year. This is explained as one of the first decisions undertaken by the new committee was to introduce a cleaning firm to ensure that the Oast was professionally cleaned each day rather than on a limited basis as before.

Note 5 These are general administration supply costs but specifically include the payments for the domain name, business essentials support software and the website platform costs

Note 6 These charges amounted to a monthly account commission fee.

Note 8 The Oast House Premises are valued at the original purchase price.

Note 9 The committee evaluated the equipment based on an estimated resale value during 2010.

As per Charity Commission guidelines - the value of an asset can be based on cost, insurance value or current market value.

## Rainham & Wigmore Community Association Social Club (Bar Account)

January 1st 2016 to 31st December 2016

	<b>2016</b>	2015
<b>RECEIPTS</b>	£5,036	£3,975
Cash Register Readings	£0	£11
Miscellaneous		
<b>Total Receipts</b>	<b>£5,036</b>	<b>£3,986</b>
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<b>PAYMENTS</b>		
Supplies	£1,991	£2,327
Bank Charges	£200	£300
Administration	£220	£362
Licence Fee	£180	£180
Wages	£0	£110
Association VAT Agreement		£293
Miscellaneous	£1,276	£0
<b>Total Payments</b>	<b>£3,867</b>	<b>£3,572</b>
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<b>Net Position</b>	<b>£1,169</b>	£414
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Stock In Hand	£1,079	-
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<b>Surplus/(deficit)</b>	<b>£2,248</b>	£414
Transfer to R&WCA	-£2,108	£0
<b>Balance Year End Position</b>	<b>£140</b>	<b>£414</b>
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Bank Balance	£3,029	£1,860
Stock	£1,079	
<b>ASSETS</b>	<b>£4,108</b>	<b>£1,860</b>
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LIABILITY	-£2,108	£0
<b>CASH &amp; STOCK BALANCE</b>	<b>£2,000</b>	<b>£1,860</b>
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