

TRUSTEES' REPORT

1 April 2020 – 31 March 2021

The sudden cessation of all activities in March 2020 with the Covid-19 lockdown put a stop to the range of services and classes offered to the community by Hayfield Community Centre Management as its constitution requires. The Centre was closed and staff furloughed until 1st September 2020 –except for the part-time Community Gardener who continued to look after the garden safely on her own outside. The previous awards from It's Your Neighbourhood were postponed this year with all planned events cancelled.

With no activities and no hires, the Centre had no income. Had it not been for the Government grant to help small businesses and the furlough payments to staff, the Centre would have had to consider laying off some staff. In the event this was avoided, which was a great relief as the Cleaner/Caretaker was required more frequently with heightened cleaning practices once groups returned.

Also the Office Administrator has, working with the Treasurer, become indispensable in setting up and running financial systems, the booking system and forward budget, and in managing publicity through a Facebook account and the Centre website. She coordinates the bookings with the need for a caretaker and assigns and supervises the Cleaner/Caretaker's work.

Problems were encountered however with the Bank in updating the signatories on the account with the Bank losing the mandate variation form. After a year's delay, the Bank apologised and compensated the Community Centre in January 2021 but it took several months more and further compensation before the signatories were approved and able to operate the account.

Both the Office Administrator and the Cleaner/Caretaker were furloughed for 5 months before returning to work part of their hours – one morning a week from the week beginning 31 August 2020 – on flexible furlough, continuing to the end of the year. New tasks were involved : putting up signage, familiarising everyone with the Covid-19 Risk Assessment for the Centre, ordering hand sanitiser and surface wipes, keeping abreast of Scottish Government Covid-19 regulations, wiping all contact points regularly, wearing face masks.

The Office Administrator also supervised the 2 bookings allowed under the Training and Health Support sections of the Covid-19 regulations in Level 3 during November and December 2020.

The major activity of the year in the Centre was volunteer involvement in supplying free takeaway meals to the community. This began when Fife Council re-opened their Café Inc to Go provision over the October school holidays in 2020 and then continued during the Christmas holidays and subsequent lockdown in January to March 2021 two days a week. From a peak of 80 meals a day pre-Covid, the highest figure during lockdown was 279. When the schools returned, the Community Centre volunteers responded to a user questionnaire which returned a majority in favour of continuing the provision two days a week and it continues to date. However, the funding is now from a couple of grants and Centre funds as well as small donations rather than from Fife Council. Added provisions come from a partnership with the local Co-op shop who supply surplus vegetables and ingredients for the volunteer cook to prepare meals and community members to use at home. It is hoped eventually to turn the takeaway service into a community café with families and isolated individuals accessing a low-cost meal and enjoying the community garden but this has been postponed in the present circumstances facing the Omicron threat.

Due to Covid-19 restrictions on gatherings, no AGM was held in autumn 2020. The Chair and Committee acquired the facility to conduct a Zoom meeting only in December 2020 and the first Committee meeting by Zoom was held on 11th December 2020. A resolution was passed by the Committee on 11th February 2021

that “A charity trustee may participate in a Committee meeting by means of a conference call, video conferencing facility or similar communications equipment – so long as all the charity trustees participating in the meeting can hear and see each other; a charity trustee participating in a meeting in this manner shall be deemed to be present in person at the meeting; and decisions taken at such a meeting, recorded as formal decisions of the Committee.”

At the late AGM held by Zoom in February 2021, the Committee were re-elected en bloc with the hope of holding the next AGM face-to-face. However in the present uncertain situation regarding Covid, this may not yet be possible. We await further Scottish Government guidance.

Hayfield Community Centre Management Committee 2020-2021			
<u>Office</u>	<u>Name</u>	Tick if a Cheque Signatory	
Chairperson	[REDACTED]	✓	
Secretary	[REDACTED]	✓	
Treasurer	[REDACTED]	✓	
Vice-Chair	[REDACTED]		
Committee Member	[REDACTED] [REDACTED]		
Committee Member	[REDACTED] [REDACTED]		
Committee Member	[REDACTED] [REDACTED]		

[REDACTED] Secretary

HAYFIELD COMMUNITY CENTRE MANAGEMENT
REGISTERED CHARITY NUMBER SC041255
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31ST MARCH 2021

	2017/2018	2018/2019	2019/2020	2020/2021
INCOME	Totals	Totals	Totals	31/03/2021
Fife Council - Annual recurring grant	2,347.00	2347.00	2347.00	2,347.00
Fife Council - Other Grants	120.00	0.00	0	4,300.00
Hall Lets	14,029.95	14548.13	16,186.36	1,188.34
Memberships	33.33	0.00	0	0.00
Donations	12.25	4.00	65.00	161.00
Community Events (Café Inc)	146.40	0.00	0	922.34
Fund Raising	0.00	0.00	0	0.00
Government Funding	0.00	0.00	0	10,000.00
Miscellaneous	0.01	32.00	1.45	0.00
Building Project	3,697.44	0.00	0	0.00
Insurance settlement	0.00	0.00	1040.33	0.00
Total Income	20,386.38	16931.13	19,640.14	18,918.68
EXPENDITURE	Totals	Totals	Totals	Totals
Employee Costs	3,851.17	7536.62	9683.10	4,231.64
Public Entertainment License	0.00	0.00	0	0.00
Rent	300.00	300.00	339.56	339.56
Fuel and Power	2,639.33	2522.92	2590.09	1,621.46
Training	0.00	0.00	0	0.00
Maintenance	2,714.54	2312.17	5837.35	698.72
Equipment	0.00	0.00	1106.26	223.09
Kitchen/Cleaning Materials	616.13	578.79	470.08	63.05
Administration	365.69	540.24	154.43	70.00
Telephone			363.03	312.01
Transport	296.55	396.10	286.20	0.00
Community Events Café Inc	900.84	460.00	200.00	3,192.89
Miscellaneous	218.70	299.33	95.67	0.00
Auditor	25.00	25.00	25.00	25.00
Building Project	11,715.32	4037.50	1665.92	1,305.74
Total Expenditure	23,643.27	19008.67	22816.69	12,083.16
Net Income	-3,256.89	-2077.54	-3,176.55	6,835.52
Add funds at 31/03/20	44,743.82	41486.93	39409.39	36,232.84
Funds at 31/03/2021	41,486.93	39409.39	36,232.84	43,068.36
Represented by:				
Cash in Bank - Current Account 31/03/21	25,230.63	27090.59	25679.96	33,821.22
Cash in Bank - Project Account 31/03/2021	16,255.62	12218.12	10552.20	9,246.46
CEFCO	0.68	0.68	0.68	0.68
Imprest	0.00	100.00	0	0.00
	41,486.93	39409.39	36232.84	43,068.36

HAYFIELD COMMUNITY CENTRE MANAGEMENT

Registered Charity Number SC041255

BALANCE SHEET AT 31ST MARCH 2021

FIXED ASSETS	0.00
CURRENT ASSETS	
Bank - Current Account	33821.22
Bank Project Account	9246.46
CEFCO	0.68
Petty Cash	0.00
Less CREDITORS	0.00
NET CURRENT ASSETS	<u>43068.36</u>

REPRESENTED BY:

Accumulated Fund Brought Forward	36232.84
Profit for the year	6835.52
TOTAL	<u>43068.36</u>

Treasurer



Signature

31/07/2021

I have examined the accounts and the groups financial records. To the best of my knowledge and belief, and in accordance with the information and explanations given to me, the Income and Expenditure Account and statement of balances have been properly prepared from the records of the group, and are in agreement with these, and/or comply with the constitution of the group.

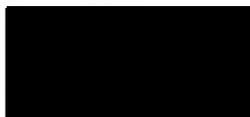
Independent Examiner



12/08/2021

Name:

Address:



Position: Retired Centre Administrator