



# Braintree & Bocking Community Association

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## CHAIRMANS REPORT 2019-20

As BBCA Chairman it gives me great pleasure to present the BBCA report for 2019-20

I am delighted to report that 2019-20 has proved to be an extremely successful year. Our bookings increased to almost full capacity Monday to Friday. Our hall continues to be our most requested accommodation which redoubled our intention to follow through with our plan to redesign the ground floor by installing a second set of folding doors to create 2 smaller halls on the ground floor to increase capacity.

Our upstairs rooms are rarely empty as they are used for our language classes and by outside agencies (Counselling sessions).

Attendee numbers at classes have continue to increase with Spanish being the most popular class.

Our outside hirers are increasingly a source of guaranteed income as they hold long term "agreements" which are renewed annually.

### Braintree Open Art Exhibition 2019

This was held over a weekend this year and the standard of entries was very high indeed.

### Enhancing our Provision

As reported last year Yaz & Debbie opened "THE BOARD CAFÉ"....our intergenerational project inviting the community to come in and enjoy playing board games (to prevent them being BORED!.) and it slowly gathered momentum.

### Staffing

Our committed staff comprising Centre Manager (Kim) 2 Administration Assistants (Debbie & Yaz) and our cleaner (Kelvin) worked long shifts to ensure our users and hirers received the service they deserved. In early March the Management Committee decided to advertise for an additional Admin Assistant. This attracted a number of extremely suitable applicants. Our plans however were not to be realised.

On March 15<sup>th</sup> Kim (Centre Manager) left our services and on March 23<sup>rd</sup> coronavirus struck. We were in Lockdown....The Centre closed .....our staff furloughed for the remainder of our administrative year 2019-20.

Our accounts show that 2019-20 was proving to be an extremely lucrative year for us and it is unfortunate that it came to such an abrupt end.

I would like to thank the “users” who remained loyal to us and the new users and hirers who joined us, our hard working office staff and steward and last but by no means least the officers and members of the Management Committee for their ongoing support for BBCA enabling us to have had such a successful (all be it curtailed) year.

For the purpose of fulfilling our obligations according to our Constitution I wish to record that the closure of BBCA due to the lockdown imposed by the Government in response to Covid-19 in March 2020 and further restrictions over the year resulted in the postponement of our 2019-20 AGM until today 26-01-21.

*Agnes Bishop* Chair

26<sup>th</sup> January 2021



# Braintree COMMUNITY CENTRE

## Braintree Community Centre AGM 2019-20

### Secretary's Report

Between April 2019 and March 2020 the Committee met for 10 formal meetings, as well as several informal meetings as the need arose.

The formal meetings included a financial report as well as reports from each of the sub-committees: maintenance, funding, marketing & advertising, and personnel.

A report was also given at each meeting from the Centre Manager, either in person or in writing, to raise issues relating to the day-to-day running of the Centre. This ensured a regular line of communication between the Committee, staff, and users of the Centre.

Thank you to the rest of the Committee, staff and users for their continued efforts and support of Braintree Community Centre.

James Sewell

January 2021

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 @BraintreeCommunityCentre

 @BBCABraintree



# Braintree COMMUNITY CENTRE

## Treasurer's Report 2019-2020

Following a further year of financial restraint it is pleasing to note a solid surplus of over £10,000 compared with the surplus of £1800 in the previous year.

A rise in class fees and hire fees as well as a rise in the level of bookings generally, with careful attention to expenditure have contributed to this surplus. Utilising an electronic card payment system has also proved a positive benefit.

Our financial planning for the current year (2020-21) has of course been obviated by the COVID-19 pandemic.

Whilst we have taken the opportunity of the building being largely unused to carry out some previously planned improvements, we are facing considerable uncertainty as to the future. As a result we do not have any plans in detail apart from getting back to a steady income flow post the major pandemic restrictions.

Brenda Baker

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**BRAINTREE & BOCKING COMMUNITY ASSOCIATION**  
 19-21 Bocking End, Braintree, Essex CM7 9AH  
 Registered Charity No. 301261

**BALANCE SHEET**

**AT 31st MARCH 2020**

**ASSETS**

Equipment	1,665
Employee Loan	500
Bank & Cash	<u>24,976</u>
Total Assets	27,141

**LIABILITIES**

Trade Creditors	351
PAYE	457
Provisions	<u>960</u>
Total Liabilities	1,768

<u><b>NET ASSETS</b></u>	<u>25,373</u>
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**FUNDS \***

Balance b/fwd	15,206
Surplus for the Year	<u>10,167</u>
Balance c/fwd	<u>25,373</u>

\* Fund Balances are considered restricted for the furtherance of the core aims of the charity.

**Fixed Assets Schedule**

	<u>Equipment</u>	
	General	Office
bal b/fwd 1st April 2019	722	1,048
Additions	<u>450</u>	0
	1,172	1,048
Depreciation	<u>293</u>	<u>262</u>
bal c/fwd 31st March 2020	879	786

# BRAINTREE & BOCKING COMMUNITY ASSOCIATION

19-21 Bocking End, Braintree, Essex CM7 9AH  
Registered Charity No. 301261

## INCOME & EXPENDITURE ACCOUNT

YEAR ENDED 31st MARCH 2020

	<u>2020</u>		<u>2019</u>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>INCOME:</u>				
Room Lets	52,944		40,910	
Course Fees	28,965		21,661	
Other	<u>0</u>	81,909	<u>2,393</u>	64,964
<u>EXPENDITURE:</u>				
Premise Costs	13,525		11,022	
Staff Costs	38,802		32,225	
Tutors	11,446		11,785	
Trade Fees & Insurance	1,375		1,997	
Office Costs inc telephone	1,485		1,803	
Consumables	2,085		938	
Marketing	275		0	
Professional Fees	171		560	
Welfare & Training	1,412		1,507	
Financial Charges	625		706	
Motor & Travel	0		47	
Depreciation of Equipment	<u>555</u>	71,756	<u>589</u>	63,179
Net Surplus	71,756	10,153		1,785
Interest Received		<u>14</u>		<u>21</u>
Total Surplus		<u>10,167</u>		<u>1,806</u>

### Notes:

Financial Charges are associated with the provision of card payment facilities.  
Premise Costs includes utilities & maintenance.

Prepared by Watson Associates Accountants  
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