



Totton & Eling Community Association Business Plan (2022-2028)

Register charity: 301815

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1. The Totton & Eling Community Association is a Charity whose purpose is to abide by its Constitution which is summarised by,

- Benefit the people of Totton & Eling.
- Provide recreation and leisure-time occupation, to advance education, provide facilities and help improve social welfare
- Provide a Community Centre to facilitate these objectives.
- Run and be involved in other charitable events.

2. Location

Totton and Eling Community Centre
Civic Centre Buildings
Library Road, Totton
SO40 3RS

“What-Three-Words”: **pocket.amused.ears**

Tel: **023 80863769**

Email: **tandeca@hotmail.co.uk**

Web Site: **www.taeca.org**

3. Overview

The Totton & Eling Community Association (the Association) was originally formed in 1951 and called the Eling Community Association. In 1952, the name was changed to Totton and Eling Community Association.

The Totton & Eling Community Centre (the Centre) is run by employees of the Trustees. The Totton & Eling Community Centre moved into the Civic Centre Buildings in 1966.

4. Association Governance

The Association is an unincorporated charity and is currently converting to a Charitable Incorporated Organisation (CIO). It will remain an Association and will continue with its current operation model.

The Association is governed by trustees who are elected / re-elected by members at the Association’s AGM.

The Association is managed by a management committee of members and Trustees. Association members may join the committee at any time, with committee members agreement.

On election to Committee, Members agree to work in the best interests of the Association in accordance with our Constitution. All Committee Members will be bound by the Constitution and will follow the Management Committee Procedure.



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The Association recognises the importance of good governance and Committee Members are encouraged to undertake tasks for which they are qualified. Training is provided when required.

The Association adheres to best practice in the management of its accounts, requiring two signatures for the authorisation of payments. The annual accounts are independently examined.

The Committee are aware of their duty of care to Members, beneficiaries and visitors and regularly review the Association's policies and practices relating to health and safety, risk, and equality. The Committee will seek professional advice when required.

The Association aims to hold minuted Committee Meetings each month.

The Association's Constitution, Policies and Procedures define how the Trustees and Management Committee act on behalf of the Association.

5. Community Centre Management

The Totton & Eling Community Centre is managed by the Trustees and the Management Committee but run on a day-to-day basis by the Centre Administrators who are employees of the Board of Trustees.

The Centre Administrators work from the Community Centre Office which also serves as a Reception for the centre and the Association. The Centre Administrators are the interface to the membership and public.

They

- welcome the numerous visitors to the centre
- answer the phone and respond to emails
- maintain the social media pages
- manage the administration for room booking
- manage the day-to-day accounts
- manage the collection of membership fees
- manage the cleaners and other subcontractors

The administrators also play a significant role in the running of the Association.

They

- arrange and prepare for Association meetings
- hold the role of Association Secretary
- interface to the public on behalf of the Association
- play a large part in running Association events
- volunteer on Association events

The Association's Constitution, Policies and Procedures define how the Centre Administrators, Trustees, and the Management Committee manage and run the Community Centre.



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6. Community Association Funding

The Community Association has significant running costs which include Employees wages, buildings maintenance, rent and other costs which must be met from the income gained, primarily from room hire.

The Association currently runs at a small surplus and maintains a reserve which exceeds 6 months running costs.

All Community Association charitable projects are self-funding or funded from charitable donations.

7. Current Activities

There are many activities held in the Community Centre by medical, commercial, and private room hirers. These are recorded on our daily room-hire calendar.

The Association together with the Centre Administrators and many volunteers organise and run many activities and provide support to the local community.

Regular Events & Activities

Seated Exercise Classes

These are underwritten by the Association to make them available at very low cost. They are run weekly by a qualified instructor and finance by minimal payments made by the participants.

Totton Men's Shed

This is a facility, owned by the Board of Trustees and funded by charitable donations, which provides a venue for socialisation and skills. Donations made by participants provide an ongoing income.

Baby Bundles

Provides a weekly soft-play session and ongoing support to young mums funded by charitable donations and additional small donations made by participants.

Occasional Events & Activities

These events are funded by charitable donation and by income generated through events run by the Association.

Singing afternoons – financed by participants

Children's Christmas Parties – financed by charitable donations

Annual Carnival Float – financed by participants

Charity Tabletop Sales – which raise money

Charity Auctions - which raise money



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8. Future Activities and objectives

All our current activities will continue and in addition we plan to take actions to increase our Association Membership and to expand our role in the local community by

- developing our social media and on-line presence
- forming closer ties with other local charities and service providers.
- look for additional Charitable Funding to provide more free or cheaper activities

We will continue to review and expand the number of Association's Practices and Procedures.

We are also taking positive action to increase the number of Association Trustees and members serving on the Management Committee.

As Government and Local Authority funding is being withdrawn from the traditional providers of support to low income and needy families, more reliance is being placed on local voluntary organisations to provide funded support. **The Totton & Eling Community Association** is one of the local voluntary organisations that is well placed to undertake this work.

9. Succession plan

As our Trustees get older it becomes more apparent that we must have a succession plan to focus on identifying and growing talent to fill the management committee and Trustee positions in the future.

Our first step has been to start to recruit younger Association members into the Management committee. We need to reduce the average age of committee members and Trustees.

This can only be done by increasing our profile by using social media, all types of Instant Messaging, Video conferencing and Email along with the more traditional methods of posters, newspaper articles and word-of-mouth.

10. Moving to a Charitable Incorporated Organisation (CIO)

The Totton & Eling Community Association is a registered charity originally formed in 1951 under the Education (Miscellaneous Provisions) Act 1948.



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There have been many changes to charity law up until the Charities Act 2011.

Moving to a CIO is just another change to the legal status of our Community Association. It will mean that the Association itself becomes an Incorporated entity and so can own property and employ staff rather than relying on the individual's Trustee's liability.

There is no actual change to the way in which the Association or the Centre will run, and most members of the Management Committee and some of the current Trustees will remain in place.

Some changes to titles of Practices and Procedures and other documents will be needed, but in the main no changes to content will be required.

The Change to CIO will be managed by the Trustees and will incur little cost.