



# THE BUREAU

## Glossop and District Volunteer Bureau operating as

# The Bureau

## Report and Financial Statements for the Year Ended 31 March 2023

Company number 3455027

Charity number 1067170



**Company number** 3455027

**Charity number** 1067170

**Registered office and operational address** Bank House, 22 Henry Street, Glossop, SK13 8BW

**Board of Trustees** Members of the Board of Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Sue Nash

Elaine Richardson

Andy Zuntz

Wayne Prior

Peter Carefoot

Simon Rogers

Lynda Shentall (Appointed 24 May 2023)

Adrian Stokes (Appointed 1 April 2023)

Daniel McCoughlin (Appointed 1 April 2023)

Jean Shanks (Appointed 27 March 2023) (Resigned 12 October 2023)

## Staff

Natalie Rhodes	Chief Officer
Karen Gard	Finance and Compliance Officer/BBO Administrator
Ruth Towner-Yates	Community Health and Wellbeing Manager
Graham Morgan	Service Development and Programme Manager
Lauren Moore	Operations Manager (Maternity)
Mark Allen	Operations Manager (Maternity cover)
Rebecca Hyde	Finance Officer
Ed Kelly	Life Skills Lead (left September 2022)
Frances Jodrell	Life Skill Lead (from September 2022)
Matthew Gregory	Community Development Lead
Helen Thornhill	Move More Project Lead
Emma Delany	Digital Health Lead
Janice Imrie	PCN Link Worker
Jackson Barnes	PCN Link Worker

Lisa Newens	Community Navigator
Rebecca Knowles	Community Navigator
Bev Maycock	Community Navigation Triage
Paul Kiddy	Sight Loss and Call Companions Coordinator
Jon Grace	Green Social Prescribing Programme Manager
Russell Gard	Employability Advisor
Janine Bramald	Car Scheme Coordinator
Nathan Connor	Befriending Coordinator
Paula Rydings	Life Skills Support Worker
Fiona Nelson	Volunteer Coordinator
Josh Asquith	Business Administrator
Lauren Hastie	Peer Support Administrator
Stacey Bedwell	BBO Work Coach
Pauline Herbert	Cleaner

## Bankers

National Westminster Bank plc  
Norfolk Square, Glossop, Derbyshire SK13 8BR

## Independent examiner

Christy Lau FCCA DChA, Slade & Cooper Limited  
Beehive Mill, Jersey Street, Ancoats Manchester, M4 6JG

## Chair's Review

Welcome to the Annual Review for year ending 31<sup>st</sup> March 2023.

In last year's annual report we reflected on our response to and recovery from the Covid epidemic. This year our focus has been on re-establishing our core strategy, dealing with the cost of living crisis, and ensuring our finances are in a robust position to enable us to continue tackling our key priorities.

Our revised strategic aims give a real focus and sense of direction to The Bureau that will set us on a positive course for years to come. It was developed with a range of partners and truly reflects our purpose and focus.

Financially we have stabilised our position and had a very successful year in terms of funding, including one of our most successful funding bids which will support our Life Skills programme for a further three years. Our finance team have managed our resources so well through the year that we are now in a position to provide additional resources to the community to help tackle the cost of living crisis that is causing so much anxiety for many people.

As always, our superb staff and volunteers have ensured that over the last 12 months The Bureau has delivered great services to the Glossopdale community, and will continue to do so. The staff team have proved themselves to be outstanding in responding to the many challenges faced by the community at a time of great financial pressure for many people. And our volunteers have been tireless in putting themselves forward to help support some of the most vulnerable people in the area.

I would also like to thank the Trustees who have overseen the Bureaus activities with commitment and professionalism. Finally a thank you to our many partners who have helped us achieve another successful year. We look forward to working with you all for many years to come.

*Simon Rogers*  
(Chair of the Board of Trustees)

## Objectives and Activities

The Board of Trustees reviews the aims, objectives and activities of the charity each year. This report sets out our activities and looks at the outcomes we have achieved over the previous year. The review examines the success of each key activity and the benefits experienced by residents and groups across Glossopdale. The review also helps us to ensure that our aims, objectives and activities remain focussed on our stated purposes, and directed towards public benefit.

The Board has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Board has considered how planned activities will contribute to the set aims and objectives.

The Bureau is a community wellbeing charity with continued dedication to improving the quality of life for the people of Glossopdale and the surrounding areas. We support people and communities across Glossopdale to take action that improves the quality of life of local people, by creating solutions and opportunities that enable them to create positive social change and community benefit. This all rooted in our fundamental beliefs that:

- ✓ **People and community should be at the heart of what we do**
- ✓ **Our community hold the answers as well as the questions**
- ✓ **Only by listening can we move forward**
- ✓ **We should be flexible to meet need**
- ✓ **There is strength in partnership**
- ✓ **We need to be brave and passionate in what we do**
- ✓ **Everything we do should make a difference**

Our revised strategic plan for 2022- 2025 sets out 5 key aims, to:

- 1. Encourage local people to volunteer and support others**
- 2. Offer advice and practical help**
- 3. Connect people with other relevant services**
- 4. Support the growth of community activity and action**
- 5. Respond to community needs as they arise**

The revised strategy works to articulate more clearly what we do and how we do it so that all of our stakeholders can connect with and understand our current services and our ambitions for continuing to uniquely serve the community of Glossop. All of our projects and activities remain interdependent and form a model that can flex, grow and respond to the needs, interests and opportunities within our community. The model responds to need as we review what works and integrate feedback, or as the funding landscape changes. Our work falls into the following areas:

- Community and Voluntary Work
- Health and Wellbeing Work
- Bureau Partnerships

During this financial year, following the transition of Glossop NHS services into the Derbyshire footprint, we have worked hard to build relationships with new commissioners and strategic partners, to ensure that vital information on the ground and patient experience and need has been considered at all times. We have lobbied to keep vital services in our community, such as funding for our car scheme and our social prescribing model which is different to those in Derbyshire, infrastructure funding for the local sector and for gaps in service provision on the ground that have been forgotten during the transition. We have also worked with our new partners to communicate the changes with the public, seek their thoughts and concerns and feed them back into the system to assist in making the changes as smooth as possible. Finally we have started to shape future provision through collaboration with the

High Peak Health Place Alliance, work more closely under the ambitions of the new Integrated Care Board and continue to respond to and feed in information to our partners about local gaps and needs. Where services are not good enough, we act as a mouthpiece for local people, to be a catalyst for change and improvement. The Bureau works to connect health, social care and other public services to community initiatives, to support people towards wellness. Our priority is people, treating them as individuals, never assuming what is right for them and accepting them for who they are. We walk alongside people to offer a person-centred approach to improving wellbeing.

The varying support we offer is an interdependent web that wraps around an individual to support them with their needs and provide opportunity for them to give to others, often simultaneously, through voluntary activity. Unlike our statutory partners, our wide variety of community based social capital rich activities help to connect people and keep them connected for improved wellbeing and health.

Volunteering is at the heart of who we are and what we do resulting in a strong focus in this strategic period to enhance our volunteering offer through improved training for volunteers, wider opportunities and brokerage and a strong focus on making sure that their experience is as rewarding as it is for the people and communities they support. Volunteering is the thread that runs through every project, helping us to reach more people and bring in a wealth of skills and experience. We value each and every person that comes to us for support or to give their time. There is something for everyone, and we make roles to suit them rather than fitting them into roles we need. Because of this we have an incredibly diverse range of activities happening at The Bureau, where people can be valued for who they are and be allowed to shine.

## What we do

The following is a summary of the main activities provided over the last year:

### 1. Social Connections:

- **Call Companions** – Telephone befriending service where socially isolated people receive a weekly phone call providing a chat and a listening ear
- **Car Scheme** – Volunteer drivers provide transport to medical appointments and social activities for individuals who cannot use public or private transport for various reasons. We are now able to use this project to provide free transport to a variety of medical appointments including continued support of the vaccine programme and COVID-19 recovery in Glossopdale.
- **Social Companions/Connectors** – In October 2021 we secured a three year financial investment via the National Lottery to continue to grow and develop our Befriending service. Under this arrangement we continue to look to explore the future sustainability of the offer and also to cater for a wider range of clients and create more specified volunteering roles. This includes:
  - o **Befrienders/Social Connectors:** Volunteers work with lonely and socially isolated people who live in the Glossopdale area, either as shorter-term social connectors working with someone towards an agreed goal or activity, or longer-term befrienders who will then act as “a good neighbour” by giving them some regular company/companionship over the phone or in person.
  - o **Friends for physical activity:** A number of our befriending volunteers pair up with our clients to walk, cycle, attend the gym and accompany one another to physical activities of their choice.
  - o **Mentors:** Volunteers work predominantly with people on the Life Skills programme, supporting them in overcoming the barriers they are currently facing to achieve their goals, build their confidence, and connect socially.
  - o **Befriending peer support groups/networks:** As part of our new funding contract, we have been exploring sustainability of the befriending offer by building groups and networks for our befriending clients. For example, by setting up group activities for people to befriend one another at local supported living accommodation facilities in the area.



## 2. Social Sessions:

Our social sessions make up what we label as our 'peer support' offer which we have worked hard to develop into a tiered approach this financial year. Tier one activities are simply group connections, they add depth to the work we have done with people by offering them social activities that they can join to enrich their life and activities through friendships and new connections. Tier two activities are a new strand and combine connections, friendship and intervention. Our current activities support men with mild to moderate mental health struggles and we are working with partners to establish some funding to develop this further after a successful self-funded pilot. Below are our range of peer support social sessions on offer at the moment.

- **Time Out sessions** – Time out has evolved into a social gathering for some of our most vulnerable clients and volunteers. We continue to help them with shopping if they wish and play games and provide tea, coffee and entertainment.
- **The Brew Crew** – Based in the Norfolk Arms in central Glossop, this has been our most well attended group. There are a range of clients and volunteers attend and the atmosphere is friendly and welcoming. Small peer support groups have formed from this and our Visually Impaired group also meets there regularly after the session.
- **Hadfield Methodist Church** – We have continued our work in Hadfield, pairing our community navigators with a peer support session to connect with people locally.
- **Casting On** – a crochet group that meets at the methodist church after the drop in every Tuesday afternoon.
- **Forest Folk** – Our successful mental health peer support activity trial in partnership with a locally run forest school. Here we combine forest activities and learning which are fun and engaging with everyday life skills including emotional management, thinking skills, assertiveness, communication skills and more.
- **Cooking Group** – A healthy cooking class for clients who want to learn how to cook or how to make nourishing meals on a budget. We have also used this group as a foundation for delivering similar life skills to the 'forest folk' activity.
- **Tuesday Dementia group Gamesley** – Attended by 14 people all who have varying types and progressions of dementia, this group is open to new members and reaches a community that has a disproportionate level of dementia development.
- **Thursday Dementia Friends** – A group for people with dementia and their carers, supported by a committed, warm and wonderful volunteer who leads and manages the group. This group works closely with our community navigation team so that families can be supported through the challenges of dementia and be connected to the right services at the right time.

## 3. Volunteering:

Volunteering is at the heart of everything we do and has been a key part of the support we have offered our community during the pandemic. We offer a variety of volunteering roles from befriending, to driving, to reception and administration roles, including one-offs, 1-to-1 and group roles. Through 'shout outs' of one-off opportunities, we flexibly match people's interests, time, skills, experience and enthusiasm to the needs of our clients. We currently have 315 active volunteers supporting our work – you can see in the section below some of the impact they have made on their local community, which has been inspiring and overwhelming.

#### 4. Supporting Community Wellbeing:

Following 5 years of delivering a strong offer as part of our local integrated care organisation to support our community and the individuals in it to increase their capacity to manage their own health and wellbeing, we have worked hard this year to convince our new commissioners in Derbyshire to maintain the same model. The evidence base we have been able to draw upon showing our ability to support and reduce demand on overstretched statutory services has ensured that we can continue to deliver this work into the future. Our offer will remain as follows as we move into the Derbyshire Health footprint and includes:-

- **Community Navigation** – This is a Social Prescribing model offering supported connection into local community-based activities for a wide range of individuals with varying needs, as well as support and services that will improve health and wellbeing.
- **Asset Based Community Development** – in partnership with our local CVS, we have been working with our community to increase variety and resilience, so that it is equipped to support self-care. This enables us to map gaps and respond to them. Our efforts this year have assisted in helping the sector get back on its feet following the lockdown periods and put things in place to return to face to face delivery as restrictions have been lifted. During this period we successfully distributed £39,000 in grants to support local grass roots organisations deliver a range of new activities.
- **Condition Specific Support** – Shaped by demand and passion within the community, we have developed various types of group support including dementia support, sight loss support and wheelchair hire. We are also co-designing and developing a mental health intervention for men with mild to moderate mental health difficulties. This intervention is combined with an activity, the pilot of which was combined with a forest school.

#### 5. Pre-employment support:

These services are for people who face additional issues or barriers in their lives, including housing, mental ill health, drug and alcohol problems, and low confidence and self-esteem, helping to enable them to reach their goals. This support is offered through three key projects:

- **Life Skills** – Group work and 1-2-1 volunteer mentor support for those furthest away from working or engaging in meaningful activity. This year we have successfully secured 3 years funding with The Henry Smith Foundation to continue this work stream. This partnership will see us increase our output and continue to support those with the most challenging barriers to overcome.
- **B.B.O. Work Coach** – B.B.O funding ends in March 2023. We have worked tirelessly this year to seek out ongoing funding for this stream of work and use our learning along the way to tailor the offer based on newly presenting needs and cohorts of people who were not suitable under the arrangements of the groundworks contract. We look forward to working with the UK shared prosperity fund and High Peak Borough Council in delivering a broader set of objectives from this work and reaching a larger number of people.
- **CV Workshop** – Valuable 1-1 support provided by our Employability Advisor. Clients are supported to create new CVs, explore the skills and experience they have and consider what sort of jobs they might apply for. This hugely successful project works seamlessly with BBO and Life Skills to create a full package of support for our clients.

#### 6. Bureau Partnerships:

Our purpose is to create solutions and opportunities that enable people and communities to create positive social change and community benefit. We recognise that we can't do this alone and to achieve this we need to work in partnership with other people and organisations that share our purpose. This year we have developed formal co-working partnerships with:

- **Greater Manchester Health and Social Care Partnership** During this year our transition to Derbyshire has meant we have had to join new partnerships to align in this geographical area. However, we have remained involved



with the GM partnership, we continue to host the Green Social Prescribing Lead on behalf of them and work with them on developments in social prescribing nationally in partnership with the local PCN.

- **NHS England** to enable the development and growth of social prescribing link workers.
- **Move More Glossop**, which is a partnership with High Peak but may become a continued partnership with GM moving, Greater Sport and Sport England, designed to encourage people to move more for health and wellbeing.
- **Primary Care Digital Health** This project has developed significantly and is now running across Tameside. It has combined work directly with surgeries to train staff with training for marginalised community groups and individual patients. Enhancing and enabling better access to GP care across the footprint. The progress made has led us into talks for a further years funding for 23-24.
- **Midlands Thriving Communities Through The National Association of Social Prescribing (NASP)**– To assist with linking, networking and lobbying for better support to the third sector for the delivery of social prescribing and grass roots services and provisions across the Midlands including Derbyshire.

## What we've achieved

Through working collaboratively with statutory organisations, other voluntary sector organisations, grass roots groups, local businesses, volunteers, individuals and our community as a whole, we have this year supported up to **2000** individuals with the help of over **300 active volunteers**.

Some stand out achievements from the last 12 months include:

- The **Volunteer Car Scheme** supported 310 clients to undertake a total of 1729 passenger journeys, travelling 24161 miles, with the help of 26 volunteer drivers – another increase on last year.
- The **Call Companions Service** has continued to increase the number of people it is supporting and is now making 160 calls per week, with the average call taking around 15 minutes – a total of 2028 hours spent connecting people in the Glossopdale area! The services is supported by 17 volunteers and the Call Companion Co-ordinator.
- **Befriending** has seen another increase in clients and volunteers, with 88 clients supported by 36 volunteers with regular face to face friendship and support amounting to approx. 3900 hours over the year, reaching the most lonely and isolated people within our community. Reported outcomes include an increase in physical activity, increased independence and motivation and increase in social interactions.
- **Peer Support Groups** – the range of activities provided has diversified significantly in this period, with new groups including a Cooking Group, 'Together Growing' gardening group and 'Forest Folk' forest schools group to name a few. Some reported outcomes at these groups, as well as our other activities (including coffee mornings, knitting groups and Dementia groups), has been a decrease in social isolation, increase in confidence, increase in knowledge and even some going on to gain employment as a result of the skills learned at these groups.
- **Time Out** sessions, restarted initially at Glossop Labour club and now have returned to the Bureau's community space and are attracting 10 to 15 clients each week supported by several volunteers. We have Coffee Mornings in both Glossop and Hadfield attracting 20 client per week supported by a member of staff and volunteers.
- The **Community Navigation Service** has supported a total of 388 clients, each of whom worked in partnership with their Community Navigator to develop a personalised care and support plan. The top 3 reasons for referrals were mental health, disconnection from the community and problems coping. 466 Social Prescriptions were generated from these clients and 80 signposts made.
- **Life Skills** has supported 62 clients during this period, and there were 10 volunteer mentors supporting people to the following outcomes; 30% progressed into paid employment, 90% completed the programme, 18 people went into volunteering, and 5 went into education or training.

- **BBO Towards Work** Towards Work programme supported 28 people with their employability skills. From the 28: 4 went into education, 4 have gone into paid employment, and 4 went into independent job searches. All the participants received tailored 1-1 support and coaching with clear SMART milestones being set to help each person navigate around their own personal barriers.
- **CV Workshop** – This project sadly ended in March 23, but had some fantastic outcomes. We saw 286 clients and created 305 CVs. It has created good links with The Job Centre and Reed and are receiving referrals to the workshop from them. 10% of clients have returned for further help with enhanced CVs, cover letters or help with a job application.
- **Move More Glossop** have delivered Holiday activities across, Whitfield, Gamesley and Hadfield, as well as other areas of the High Peak, providing activities and meals during summer, Christmas and Easter. We are successfully running 4 youth groups across the 3 key focus areas, which are well attended and really successful. We are now hosting the new Children & Young Peoples Move More Officer who has been working with the School Sports Partnership to gather information about activity levels in children and run physical activity events across the borough.
- **Digital Healthcare Support Service** – Our only project working across Tameside and Glossop, supporting people to access their GP surgery more easily and develop skills to more effectively manage their own health. This year we built on our learning from 2021 by developing 5 regular weekly digital health workshops at a mixture of community venues and GP surgeries. We received 940 referrals in this period, and supported 459 people which is a 228% increase on last year! We delivered 145 workshops and have 25 Digital Health Champion volunteers supporting us.
- **Volunteering** – We have continued to support our existing volunteers, recruit new volunteers for our own services and also work with external partners with their opportunities. These include the Talking Newsdisc, Peak District National Park, High Peak CVS, Girlguiding, Home Start, PCrefurb, City Year UK, The Brain Tumour Society, Trafford Rape Crisis, Derbyshire Police and Water Aid. We've also supported events and activities across the borough.
- **Community Development** activities have supported local groups with our self-care grants, as well as working closely with High Peak CVS to establish groups and strengthen legal structures. Organisations supported include DoSporkUK, Bookfrest, Glossop Elbins, Glossop Furniture Project, Empower and Seed funding. We also established Glossopdale SOUP in March 23 which brings grassroots community projects together to access funding through a community led grant pot. Through this we supported Matrix Martial Arts and Dark Peak Music, with support from Bellies Not Bins, Tesco, the Co-op, and the councillor's initiative fund.

## Post COVID-19, and into a Cost of Living Crisis

### Impact on Volunteers, Staff, and Beneficiaries

This year has seen a full return to 'normality' from the COVID-19 pandemic restrictions, and the ability to consider what our 'business as usual' looks like. Despite the total easing of restrictions, it's important to remember that the pandemic has created a long-lasting wellbeing impact on some of our most vulnerable clients and volunteers and this has been one of the challenges of returning to normality. During this past year, we have received unwavering and tireless support from our wonderful volunteers including many new ones and they have helped us through the changing restrictions to deliver all the wonderful impacts outlined above.

However some new challenges have arisen in the form of a cost of living crisis. As the price of basic essentials continued to increase, we found that many of our clients were struggling to keep the heating on and feed their

families, creating further stress and heartache to those who may have already been facing issues in their lives. We set up a 'warm bank' in our offices once a week, welcoming people in to have a brew with us and pick up any warm items of clothing they might need. We also made sure we knew all the offers of support available locally and nationally, and supported people to access these services.

Our staff team have been outstanding, showing flexibility and versatility in how they deliver their work in a way that best suits their clients. We have again retained our full staff team this year, with just a few staffing changes due to maternity leave or personal progression. We have been focusing on learning all about our new strategy, embedding this into our day-to-day work and ensuring that everyone is working together in the most efficient way possible.

## Further Developments

As our staff team mature, learn together, and thrive, we are now in a position to consider where to take our projects next, and how we can build on the good work we have achieved over the last 40 or so years. We are always learning, and this year we have been able to dig further into what our community needs and how we can support them at a grass roots level. Our Community Development Lead has done some fantastic work with the Glossopdale SOUP project, which will eventually be floated off as it's own committee and will further enable crowdfunding within the community which is empowered to choose what they spend their money on. The peer support offer has widened further, with skills activities such as cooking and forest schools groups enabling people to connect to others and support themselves

## Financial Impact

The last financial year in the aftermath of COVID saw funding stream return to business as usual but there has been a unprecedented demand for funds and many we have applied to have been extremely competitive and unsuccessful for us. We have however secured some further long term funding for our Life Skills stream of work, secured investment in our social prescribing offer through Derbyshire Integrated Care Board and retained some cross working with Manchester Integrated Care Board. This will change again in the coming financial year so strategic work to re-align ourselves in our new geography is important. Despite these ongoing pressures, having started the year with a projected deficit we have worked hard through the year to manage our finances well. The coming year presents new opportunities and we will continue to show flexibility and embrace new work for the good of our community in line with the needs that are presented to us. The Board of Trustees consider that our charity remains a going concern.

We continue to take the following actions to mitigate financial risk and effectively plan:

- Robust monthly profit and loss reports.
- Bi-monthly finance sub-groups.
- Regular Board meetings.
- Reviewing all our overheads and staffing structures to reduce all non-project costs to make us as resilient as possible for the future.
- Engaging with new opportunities as we respond to local need.
- The Bureau does not hold any external third-party investments.

Employees of The Bureau are entitled to join a defined contribution money purchase pension scheme. Two ex-employees are members of a defined pension scheme. The Bureau is liable to ongoing additional contributions to this scheme due to scheme underfunding. An underfunding recovery plan has been instigated by the trustees of this scheme with this position reviewed every 3 years. The last review was completed on the 30/9/20. The liability for each organisation is recalculated at review date. The current forecasted end date of the recovery plan is January 2025.

An ongoing financial risk remains here, dependent on the performance of the fund and the overall membership of the fund. Whilst there remains a deficit in the fund, our financial obligations will continue. For more information see note 27 in the accounts.

## Financial review

### Year Summary

The total income for the year was £742,673 with a total expenditure of £709,807 resulting in an reported operating surplus of £32,866. However, the restricted funds brought forward from 2022-23 were £62,005 and the restricted funds being carried forward to 2023-24 are £107,577. When these figures are taken into account the amended result is a deficit of £12,686.

Our main funders over the year were Tameside and Glossop Integrated Foundation Trust, Derbyshire County Council, Greater Manchester Health and Social Care Partnership, High Peak Borough Council, Tameside and Glossop CCG, The National Lottery and the European Social Fund.

### Reserves Policy

Overall reserves at 31/3/2023 were £522,102, comprising £107,557 restricted funds and £414,545 unrestricted funds. See note 22 in the accounts for more information.

The Bureau will seek, where possible, to maintain a general funds reserve equivalent to its running costs for a period of no less than three months and no more than six months.

## Plans for the Future

The coming years are likely to bring more challenges and opportunities for the Bureau, local people across Glossopdale and the VCSE sector. However, we are well placed to respond to these. Whilst we cannot predict what these challenges and opportunities will be, there are a range of factors that will influence us over the coming years including:

- **Glossop's transition to Derbyshire from Greater Manchester for health**— we are still in the process of strengthening new partnerships and relationships across Derbyshire, including in Derby and Derbyshire Integrated Care Board. These new relationships will define our funding opportunities going forward, as we seek to secure our current projects into the future. We aim to keep promoting the worth of community approaches within health and social care, and the wider public sector. While this change removes some cross system complexities in provision, there are still risks – there is still concern that Glossopdale will continue to experience inequality, and lose opportunities for unique problem solving and innovative service design as it is absorbed into the High Peak Health Place alliance and loses some of its individual identity. Despite this, we will continue to be a champion for Glossopdale and ensure this community gets its fair share of services and support.
- **NHS strategic direction** - The NHS's 2019 Long Term Plan articulates the need for more preventative and community-based interventions. The contribution to health and wellbeing outcomes that an organisation such as The Bureau can make is still not universally recognised, funded or supported. However, the inception of the Integrated Care Board and new structures within the NHS now articulate a clear ambition to increase work with the third sector and embed more community based initiatives to support wellbeing and reduce health inequalities. This provides a renewed opportunity to build relationships and capacity in organisations like ours to deliver such services.

- **Demographics** – Glossopdale has several disadvantaged areas and the highest level of relative disadvantage in Derbyshire. There are two neighbourhoods in Gamesley in the top 10% most disadvantaged in Derbyshire (one is actually in the top 2%). Three further areas are in the top 20%. In contrast, three Glossopdale areas are in the top 10% least deprived, and part of Simmondley is the least deprived in Derbyshire. This is mirrored in life expectancy where it is 9.3 years lower for men and 7.7 years lower for women in some areas compared to more affluent ones. Whilst growing in many respects, Glossopdale has an ageing population and projections show a much larger ageing population with a deficit in numbers entering working age. We are currently planning how to further improve our place-based activities, with the potential for a more permanent base within the Gamesley area to foster trust and embed ourselves within this community – which will, we hope, broaden the availability of support to this community and provide more opportunity for co-development.
- **Local VCSE sector** – There is a strong and vibrant VCSE sector in Glossopdale, but it could be stronger and better resourced to meet the needs of the community. There continues to be a lack of strategic planning or direction specific to the community of Glossopdale to cater for all its strengths and challenges. The inception of the Integrated Care Board in Health has renewed efforts for the neighbourhood team to refresh it's membership and create a strong local voice for Glossop across systems. Although there continues to be a lack of local leadership and coordinated cross-sector response the shared prosperity fund has been used to continue vital community projects and build local infrastructure. For example, it is currently funding our local pre-employment service and will fund a research proposal through our 'move more' work to scope out the need for local walkways to be improved. We have made effort this year to implement partnerships with local businesses through an initiative called 'Glossop care' where we are encouraging local businesses to invest in the VCSE. We hope that this will enhance the local prosperity and that money made in Glossop will do good for the whole community. We continue to form part of a High Peak Alliance partnership with HPCVS, New Mills Volunteer Centre and Connex Buxton and moving forward we aim to work collaboratively on contracts via Derbyshire County Council (DCC) if we can collectively secure new contracts. Infrastructure funding has continued from DCC but is under review.
- **Availability of core funding** – Core funding continues to be difficult to come by. This year we have been creating new partnerships across systems in Derbyshire and this has presented new opportunities for consultancy work. We are also working to boost our fundraising activities, are make sure we are take up any opportunity for income generation such as room rental and launching 'Glossop Cares'.

## Structure, Governance and Management

The Bureau is a charitable company limited by guarantee, incorporated on 24 October 1987 and registered as a charity on 6 January 1998.

The company was established under a memorandum of association which established the objects and powers of the charitable company, and is governed under its articles of association.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2018 was 6. The Board of Trustees are members of the charity but this entitles them only to voting rights. The Board has no beneficial interest in the charity.

All Board members give their time voluntarily and receive no benefits from the charity.

Under the requirements of the Memorandum and Articles of Association, the members of the Board of Trustees retire in rotation over a three-year period after which they must be re-elected at the next Annual General Meeting. Trustees may make a recommendation at an Annual General Meeting or through an ordinary resolution to either fill a vacancy or appoint an additional Trustee in accordance with the Articles of Association. New Trustees receive an induction from the Chief Officer and the Chair.



## Risk Management

The Board of Trustees meets six times a year at which it reviews progress against budget and agreed plans, and considers and defines forward strategy. In particular, the Trustees consider appropriate action to mitigate risk as well as ensuring that planned activities contribute to The Bureau's charitable objectives that have been set.

## Statement of Responsibilities of the Board of Trustees

The Board of Trustees (who are also directors of The Bureau for the purposes of company law) are responsible for preparing the Board's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Management Committee are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities statements of recommended practice (SORP)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Board is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable it to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board is responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## Independent Examiner

Christy Lau of Slade & Cooper Ltd was re-appointed as the charitable company's Independent Examiner during the year and has expressed her willingness to continue in that capacity.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The Board's annual report has been approved by the Board on 20<sup>th</sup> September 2023 and signed on its behalf by

Simon Rogers

Chair



## Independent examiner's report to the trustees of Glossop and District Volunteer Bureau

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> March 2023 which are set out on pages 15 to 38.

### Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2) The accounts do not accord with those records; or
- 3) The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4) The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Christy Lau FCCA CTA DChA  
Association of Chartered Certified Accountants  
*Slade & Cooper Limited*  
*Beehive Mill, Jersey Street*  
*Ancoats Manchester, M4 6JG*

Date 24/10/2023

Glossop and District Volunteer Bureau (The Bureau)

Statement of Financial Activities  
(including Income and Expenditure account)  
for the year ended 31 March 2023

	Note	Unrestricted funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
<b>Income from:</b>					
Donations and legacies	3	6,429	1,501	7,930	8,112
Charitable activities:	4				
Core activities		5,000	62,977	67,977	101,787
Projects and other		6,938	621,967	628,905	455,384
Other trading activities	5	31,540	-	31,540	34,699
Investments	6	6,321	-	6,321	733
<b>Total income</b>		<b>56,228</b>	<b>686,445</b>	<b>742,673</b>	<b>600,715</b>
<b>Expenditure on:</b>					
Charitable activities:	7				
Operating costs		68,914	174,099	243,013	203,061
Direct project costs		-	466,794	466,794	457,618
<b>Total expenditure</b>		<b>68,914</b>	<b>640,893</b>	<b>709,807</b>	<b>660,679</b>
<b>Net income/(expenditure) for the year</b>	9	<b>(12,686)</b>	<b>45,552</b>	<b>32,866</b>	<b>(59,964)</b>
<b>Net movement in funds for the year</b>		<b>(12,686)</b>	<b>45,552</b>	<b>32,866</b>	<b>(59,964)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		427,231	62,005	489,236	549,200
<b>Total funds carried forward</b>		<b>414,545</b>	<b>107,557</b>	<b>522,102</b>	<b>489,236</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

A full comparative SOFA is available on the last page of the financial statements.

Glossop and District Volunteer Bureau (The Bureau)  
Company number 3455027

Balance sheet as at 31 March 2023

	Note	2023	2022
		£	£
<b>Fixed assets</b>			
Tangible assets	14	5,856	8,238
<b>Total fixed assets</b>		<b>5,856</b>	<b>8,238</b>
<b>Current assets</b>			
Debtors	15	76,455	22,021
Cash at bank and in hand	16	523,023	609,986
<b>Total current assets</b>		<b>599,478</b>	<b>632,007</b>
<b>Liabilities</b>			
Creditors: amounts falling due in less than one year	17	(83,232)	(151,009)
<b>Net current assets</b>		<b>516,246</b>	<b>480,998</b>
<b>Total assets less current liabilities</b>		<b>522,102</b>	<b>489,236</b>
<b>Net assets</b>		<b>522,102</b>	<b>489,236</b>
<b>The funds of the charity:</b>			
Restricted income funds	19	107,557	62,005
Unrestricted income funds	20	414,545	427,231
<b>Total charity funds</b>		<b>522,102</b>	<b>489,236</b>

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 18 to 38 form part of these accounts.

Approved by the trustees on 20/9/2023 and signed on their behalf by:

Wayne Prior (Treasurer)

Glossop and District Volunteer Bureau (The Bureau)

Statement of Cash Flows  
for the year ending 31 March 2023

	Note	2023 £	2022 £
<b>Cash provided by/(used in) operating activities</b>	23	<b>(90,679)</b>	<b>118,184</b>
<i>Cash flows from investing activities:</i>			
Dividends, interest, and rents from investments		6,321	733
Purchase of tangible fixed assets		(2,605)	(5,624)
<b>Cash provided by/(used in) investing activities</b>		<b>3,716</b>	<b>(4,891)</b>
Increase/(decrease) in cash and cash equivalents in the year		(86,963)	113,293
Cash and cash equivalents at the beginning of the year		609,986	496,693
<b>Cash and cash equivalents at the end of the year</b>		<b>523,023</b>	<b>609,986</b>

# Glossop and District Volunteer Bureau (The Bureau)

## Notes to the accounts for the year ended 31 March 2023

### **1 Accounting policies**

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### **a Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), second edition - October 2019 (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Glossop and District Volunteer Bureau (The Bureau) meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

#### **b Preparation of the accounts on a going concern basis**

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees have made no key judgments which have a significant effect on the accounts.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next reporting period.

#### **c Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

## Glossop and District Volunteer Bureau (The Bureau)

### Notes to the accounts for the year ended 31 March 2023 (continued)

#### **d Donated services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

#### **e Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

#### **f Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

#### **g Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

- Expenditure on charitable activities includes the costs undertaken to further the purposes of the charity and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **h Operating leases**

Operating leases are leases in which the title to the assets, and the risks and rewards of ownership, remain with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

#### **i Tangible fixed assets**

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Mini-bus	5 years
Office equipment	3 years



Notes to the accounts for the year ended 31 March 2023 (continued)

**j Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**k Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**l Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**m Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**n Pensions**

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 10. There were no outstanding contributions at the year end (2022: £nil).

Two ex-employees are members of a defined benefit pension scheme with The Pensions Trust. Additional contributions to this scheme due to underfunding are included in pensions expenditure. Further details are given in note 24.

**2 Legal status of the charity**

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

**3 Income from donations and legacies**

<b>Current reporting period</b>	Unrestricted £	Restricted £	Total 2023 £
Donations	6,429	1,501	7,930
<b>Total</b>	6,429	1,501	7,930
<b>Previous reporting period</b>	Unrestricted £	Restricted £	Total 2022 £
Donations	3,449	4,663	8,112
<b>Total</b>	3,449	4,663	8,112

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

**4 Income from charitable activities**

<b>Current reporting period</b>	Unrestricted £	Restricted £	Total 2023 £
<b>Core activities</b>			
Derbyshire County Council	-	21,936	21,936
High Peak Borough Council	5,000	-	5,000
GMHSCP	-	41,041	41,041
	<hr/>	<hr/>	<hr/>
	5,000	62,977	67,977
<b>Projects and other</b>			
Tameside & Glossop CCG			
Car Scheme	-	4,234	4,234
Digital Support	-	50,000	50,000
Derbyshire County Council			
Volunteering	-	19,175	19,175
Active Travel	-	12,000	12,000
Glossopdale Community			
Messengers project	-	10,000	10,000
Easter Holiday Activity Fund	-	4,788	4,788
Glossop SOUP	-	500	500
Contain Funding	6,938	-	6,938
European Social Fund			
BBO	-	35,965	35,965
Futures	-	14,989	14,989
Police and Crime Commissioner	-	2,438	2,438
Tameside & Glossop Integrated			
Care NHS Foundation Trust	-	125,120	125,120
ICFT Grants	-	2,445	2,445
Connex Community Support	-	7,396	7,396
High Peak Borough Council			
Councillor Initiatives	-	2,350	2,350
Move More Glossop	-	34,236	34,236
CYP Move More	-	35,000	35,000
Action Together			
Grant Awards	-	41,865	41,865
Life Skills	-	23,313	23,313
Simmondley Medical Practice	-	34,473	34,473
The National Lottery -			
Befriending	-	46,845	46,845
High Peak CVS	-	500	500
Self Help Services - Big Life			
Group	-	20,000	20,000
High Peak Well Being Partnership	-	19,810	19,810
Streetgames			
Summer Holiday Activity Fund	-	10,728	10,728
Christmas Holiday Activity Fund	-	5,208	5,208
High Peak School and Sports			
Partnership	-	15,000	15,000
Active Partner Trust	-	14,894	14,894
Glossop Youth Action Group	-	9,669	9,669
National Squash Centre	-	5,000	5,000
Erewash Voluntary Action	-	4,920	4,920
Salford CVS	-	4,090	4,090
Glossop Round Table	-	300	300
Royal Society for Public Health	-	200	200
Tintwistle Parish Council	-	100	100
Sessional Income	-	4,416	4,416
	<hr/>	<hr/>	<hr/>
	6,938	621,967	628,905
	<hr/>	<hr/>	<hr/>
<b>Total</b>	<b>11,938</b>	<b>684,944</b>	<b>696,882</b>
	<hr/>	<hr/>	<hr/>

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

**4 Income from charitable activities (cont.)**

<b>Previous reporting period</b>	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>Total 2022 £</b>
<b>Core activities</b>			
Derbyshire County Council	-	21,936	21,936
High Peak Borough Council	5,000	-	5,000
GMHSCP	-	74,851	74,851
	<hr/>	<hr/>	<hr/>
	5,000	96,787	101,787
<b>Projects and other</b>			
Tameside & Glossop CCG			-
Car Scheme	-	16,000	16,000
Peer Support	-	20,000	20,000
Derbyshire County Council			-
Volunteering	-	19,175	19,175
Active Travel	-	6,859	6,859
Glossopdale Community			
Messengers project	-	17,754	17,754
Christmas Holiday Activity Fund	-	6,396	6,396
Easter Holiday Activity Fund	-	8,192	8,192
English Sports Council	-	4,489	4,489
Youth Matters	-	2,500	2,500
European Social Fund			
BBO	-	29,937	29,937
Futures	-	19,418	19,418
Police and Crime Commissioner	-	24,990	24,990
Tameside & Glossop Integrated			
Care NHS Foundation Trust	-	124,735	124,735
ICFT Grants	-	24,329	24,329
NHS Manchester CCG	-	2,000	2,000
Connex Community Support	-	500	500
Peter Sowerby	-	23,169	23,169
High Peak Borough Council			
GM Moving	-	32,129	32,129
Action together	3,000	-	3,000
Simmondley Medical Practice	-	34,473	34,473
The National Lottery -			
Befriending	-	22,356	22,356
Elemental	-	2,489	2,489
High Peak CVS			
Bureau Befriending	-	6,887	6,887
Social Connectedness	-	1,334	1,334
COVID-19 - Volunteer Expenses	-	246	246
Move More	-	200	200
NAVCA	1,500	-	1,500
British Cycling Federation	-	77	77
Alpkit Foundation	-	250	250
	<hr/>	<hr/>	<hr/>
	4,500	450,884	455,384
	<hr/>	<hr/>	<hr/>
<b>Total</b>	<b>9,500</b>	<b>547,671</b>	<b>557,171</b>
	<hr/>	<hr/>	<hr/>

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

**5 Income from other trading activities**

	2023 £	2022 £
Room hire & other income	31,540	34,699
	<hr/>	<hr/>
	31,540	34,699
	<hr/> <hr/>	<hr/> <hr/>

All income from other trading activities is unrestricted.

**6 Investment income**

	2023 £	2022 £
Income from bank deposits	6,321	733
	<hr/>	<hr/>
	6,321	733
	<hr/> <hr/>	<hr/> <hr/>

All investment income is unrestricted.

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

**7 Analysis of expenditure on charitable activities**

<b>Current reporting period</b>	Operating costs £	Direct project costs £	Total 2023 £
Staff costs	165,833	387,333	553,166
Project costs	-	79,461	79,461
Running costs	67,789	-	67,789
Depreciation	4,987	-	4,987
Governance costs (see note 8)	4,404	-	4,404
	<hr/>	<hr/>	<hr/>
	243,013	466,794	709,807
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Previous reporting period</b>	Operating costs £	Direct project costs £	Total 2022 £
Staff costs	128,146	371,912	500,058
Project costs	-	85,706	85,706
Running costs	64,173	-	64,173
Depreciation	6,658	-	6,658
Governance costs (see note 8)	4,084	-	4,084
	<hr/>	<hr/>	<hr/>
	203,061	457,618	660,679
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
		2023 £	2022 £
Restricted expenditure		640,893	611,680
Unrestricted expenditure		68,914	48,999
		<hr/>	<hr/>
		709,807	660,679
		<hr/> <hr/>	<hr/> <hr/>



Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

**8 Analysis of governance and support costs**

<b>Current reporting period</b>	Basis of apportionment	Governance £	Total 2023 £
Independent examination	Governance	1,500	1,500
Legal and professional	Governance	2,904	2,904
		<hr/>	<hr/>
		4,404	4,404
		<hr/>	<hr/>
<b>Previous reporting period</b>	<b>Basis of apportionment</b>	<b>Governance £</b>	<b>Total 2022 £</b>
Independent examination	Governance	1,500	1,500
Legal and professional	Governance	2,584	2,584
		<hr/>	<hr/>
		4,084	4,084
		<hr/>	<hr/>

**9 Net income/(expenditure) for the year**

This is stated after charging/(crediting):	2023 £	2022 £
Depreciation	4,987	6,658
Loss or profit on disposal of fixed assets		-
Operating lease rentals:		
Property	24,000	24,000
Other	-	1,005
Independent examiner's fee	1,250	1,250
	<hr/>	<hr/>

# Glossop and District Volunteer Bureau (The Bureau)

## Notes to the accounts for the year ended 31 March 2023 (continued)

### 10 Staff costs

Staff costs during the year were as follows:

	2023 £	2022 £
Wages and salaries	499,140	444,453
Social security costs	35,569	28,901
Pension costs	18,135	16,106
Recruitment, training and other staff costs	322	10,598
	<hr/>	<hr/>
	553,166	500,058
	<hr/>	<hr/>

No employees has employee benefits in excess of £60,000 (2022: Nil).

The average number of staff employed during the period was 27 (2022: 24).

The average full time equivalent number of staff employed during the period was 19 (2022: 17).

The key management personnel of the charity comprise the trustees and the Chief Officer. The total employee benefits of the key management personnel of the charity were £47,539 (2022: £63,419).

### 11 Trustee remuneration and expenses, and related party transactions

Neither the management committee nor any persons connected with them received any remuneration or reimbursed expenses during the year (2022: Nil).

No members of the management committee received travel and subsistence expenses during the year (2022: £nil).

Aggregate donations from related parties were £nil (2022: £nil).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2022: nil).

# Glossop and District Volunteer Bureau (The Bureau)

## Notes to the accounts for the year ended 31 March 2023 (continued)

### 12 Government grants

The government grants recognised in the accounts were as follows:

	2023 £	2022 £
Derbyshire County Council	75,337	80,312
High Peak Borough Council	76,586	37,129
Tameside & Glossop CCG	54,234	36,000
Tameside & Glossop Integrated Care NHS	125,120	149,064
Police and Crime Commissioner	2,438	24,990
Manchester CCG	41,041	76,851
	<hr/>	<hr/>
	374,756	404,346
	<hr/>	<hr/>

The unfulfilled conditions and contingencies attaching to the grants were to complete restricted projects (see note 19).

### 13 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

# Glossop and District Volunteer Bureau (The Bureau)

## Notes to the accounts for the year ended 31 March 2023 (continued)

### 14 Fixed assets: tangible assets

	Office equipment £	Total £
<b>Cost</b>		
At 1 April 2022	33,504	33,504
Additions	2,605	2,605
Disposals	-	-
	<hr/>	<hr/>
At 31 March 2023	36,109	36,109
	<hr/>	<hr/>
<b>Depreciation</b>		
At 1 April 2022	25,266	25,266
Charge for the year	4,987	4,987
Disposals	-	-
	<hr/>	<hr/>
At 31 March 2023	30,253	30,253
	<hr/>	<hr/>
<b>Net book value</b>		
At 31 March 2023	5,856	5,856
	<hr/>	<hr/>
<i>At 31 March 2022</i>	<i>8,238</i>	<i>8,238</i>
	<hr/>	<hr/>

### 15 Debtors

	2023 £	2022 £
Grants receivable	61,387	-
Other debtors	2,151	4,546
Prepayments and accrued income	12,917	17,475
	<hr/>	<hr/>
	76,455	22,021
	<hr/>	<hr/>

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

**16 Cash at bank and in hand**

	2023 £	2022 £
Short term deposits	407,450	451,129
Cash at bank and on hand	115,573	158,857
	<hr/>	<hr/>
	523,023	609,986
	<hr/>	<hr/>

**17 Creditors: amounts falling due within one year**

	2023 £	2022 £
Short term compensated absences (holiday pay)	6,598	10,832
Other creditors and accruals	16,989	23,149
Deferred income	59,645	117,028
	<hr/>	<hr/>
	83,232	151,009
	<hr/>	<hr/>

**18 Deferred income**

	2023 £	2022 £
Deferred grant brought forward	117,028	26,887
Grant received	59,645	117,028
Released to income from charitable activities	(117,028)	(26,887)
	<hr/>	<hr/>
Deferred grant carried forward	59,645	117,028
	<hr/>	<hr/>

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

**19 Analysis of movements in restricted funds**

<b>Current reporting period</b>	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2023 £
<b>Core activities</b>					
GMHSCP	-	41,041	(41,041)	-	-
DCC Time Out	993	22,211	(22,929)	-	275
	<u>993</u>	<u>63,252</u>	<u>(63,970)</u>	<u>-</u>	<u>275</u>
<b>Projects</b>					
ESF BBO	-	35,965	(35,965)	-	-
Life Skills	-	58,330	(58,330)	-	-
ICFT	-	166,985	(137,929)	-	29,056
Befriending support	5,967	46,845	(44,812)	-	8,000
Car Scheme	-	16,234	(16,234)	-	-
Derbyshire County Council					
Volunteering	-	19,175	(19,175)	-	-
DCC Active Travel	-	7,396	(7,396)	-	-
DCC Glossopdale Community Messengers project	17,754	10,000	(27,754)	-	-
CCG Digital Support	3,500	50,000	(53,500)	-	-
GM Moving	6,942	92,059	(63,529)	-	35,472
Simmondley Medical Practice	-	34,473	(34,473)	-	-
Peer Support	11,260	20,809	(32,069)	-	-
Place Based Activities	12,950	1,808	(12,444)	-	2,314
Alpkit	203	-	(203)	-	-
Thursday Friends	1,843	1,118	(2,083)	-	878
Social Fund Spot Purchase	593	230	(341)	-	482
Royal Society for Public Health	-	200	(200)	-	-
Councillor Initiative	-	1,500	(700)	-	800
CYP Move More	-	60,066	(29,786)	-	30,280
	<u>61,012</u>	<u>623,193</u>	<u>(576,923)</u>	<u>-</u>	<u>107,282</u>
<b>Total</b>	<u>62,005</u>	<u>686,445</u>	<u>(640,893)</u>	<u>-</u>	<u>107,557</u>

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

**19 Analysis of movements in restricted funds (cont.)**

<b>Previous reporting period</b>	<b>Balance at 1 April 2021</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Balance at 31 March 2022</b>
<b>Core activities</b>					
GMHSCP	-	74,851	(74,851)	-	-
	-	74,851	(74,851)	-	-
<b>Projects</b>					
Action Together	321	-	(321)	-	-
ESF BBO	-	29,937	(29,937)	-	-
Life Skills	-	44,408	(44,408)	-	-
ICFT	24,329	126,735	(151,064)	-	-
Befriending	6,887	29,243	(30,163)	-	5,967
National Lottery - Awards For All	9,778	-	(9,778)	-	-
Car Scheme Derbyshire	-	16,500	(16,500)	-	-
County Council Volunteering	-	19,175	(19,175)	-	-
DCC Active Travel	-	6,859	(6,859)	-	-
DCC Time Out	-	22,929	(21,936)	-	993
DCC Glossopdale Community Messengers project	9,938	17,754	(9,938)	-	17,754
DCC Youth Action	9,700	-	(9,700)	-	-
CCG Digital Support	49,903	-	(46,403)	-	3,500
GM Moving	10,495	53,983	(57,536)	-	6,942
Simmondley Medical Practice	-	34,473	(34,473)	-	-
High Peak CVS Social Connectedness	-	1,580	(1,580)	-	-
HP Alliance	-	43,169	(31,909)	-	11,260
Peer Support	-	-	-	-	-
Place Based Activities	-	24,847	(11,897)	-	12,950
Elemental	-	2,489	(2,489)	-	-
Alpkit	-	250	(47)	-	203
Thursday Friends	-	2,371	(528)	-	1,843
Social Fund Spot Purchase	-	781	(188)	-	593
	121,351	477,483	(536,829)	-	62,005
<b>Total</b>	121,351	552,334	(611,680)	-	62,005

## Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

### 19 Analysis of movements in restricted funds (cont.)

<b>Name of fund</b>	<b>Description, nature and purposes of the fund</b>
GMHCP	Funding from the Person Centred and Community Approaches Team at the Greater Manchester Health and Social Care Partnership to provide support to Social Prescribing schemes across Greater Manchester.
ICFT	Funding from Tameside and Glossop Integrated Care Foundation Trust to support the community and individuals in it to increase their capacity to manage their own health and wellbeing whilst reducing the demand on overstretched statutory services
T&G CCG Digital Support	Funding to work with primary care to develop a volunteer support model to promote and enable the use of digital self-care initiatives for patients
DCC - Volunteering	Infrastructure Grant award for the development of opportunities for volunteering in the community.
DCC - Active Travel	Funding for volunteer car scheme to support vulnerable people to attend medical appointments
Glossopdale Community Messengers Project	Fund to provide community stakeholders in Glossopdale with the information on all aspects of COVID-19 and feedback community insight and intelligence to the Public Health team
Call Companions	Fund to support volunteers to provide a weekly befriending phone call to the most lonely and socially isolated people within our community
ESF - BBO	Funding from the European Social Fund, administered via Groundwork Nottingham, to provide a Work Coach pre employment support service covering Glossop and New Mills.
Life Skills	A programme which provides group work, 1-2-1, and mentorship support to move people towards meaningful activity
Befriending Support	Funding to coordinate a band of volunteers who visit and befriend socially isolated and lonely members of the community
GM Moving	Funding for a development worker to promote, develop and support initiatives that help people to be become more physically active. Also funding to deliver projects within the community to encourage people to be more active
Simmondley Medical Practice - Primary Care Network	Funding from Glossopdale PCN for a social prescribing link worker to support patients in Glossopdale to access community initiatives
HPBC Councillor Initiative Fund	Grants are available from the Councillors' Initiative Fund for residents, local groups and businesses to encourage beneficial community activity.
CYP Move More	Funding specifically for children and young people to develop and support initiatives that help them become more physically active
Car Scheme	This scheme coordinates volunteer drivers to transport elderly and vulnerable clients who have no other means of transport to medical appointments
DCC Time Out	A social support group that provides the opportunity for help with weekly shopping and other essentials
Place Based Activities/Peer Support	Activity groups including coffee mornings, gardenening club and cookery classes for clients that needs to build confidence, self-esteem and are socially isolated.
Thursday Friends	Weekly volunteer-led social connection for those living with dementia and their carers



# Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

## 20 Analysis of movement in unrestricted funds

<b>Current reporting period</b>	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers £	As at 31 March 2023 £
General fund	391,501	52,539	(68,914)	-	375,126
Redundancy	35,730	3,689	-	-	39,419
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	427,231	56,228	(68,914)	-	414,545
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Previous reporting period</b>	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers £	As at 31 March 2022 £
General fund	359,520	39,026	(7,045)	-	391,501
Redundancy	26,375	9,355	-	-	35,730
Bureau befriending	41,954	-	(41,954)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	427,849	48,381	(48,999)	-	427,231
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

<b>Name of fund</b>	<b>Description, nature and purposes of the fund</b>
General fund	The free reserves after allowing for all designated funds
Redundancy	In the event that the charity is wound up and staff made redundant, funds have been designated to cover the cost of redundancy based on the maximum that could be incurred in the 2020/21 financial year based on age, length of service and weekly pay of all eligible staff
Bureau befriending	Befriending project

Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

**21 Analysis of net assets between funds**

<b>Current reporting period</b>	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	5,856	-	-	5,856
Net current assets/(liabilities)	369,270	39,419	107,557	516,246
<b>Total</b>	<b>375,126</b>	<b>39,419</b>	<b>107,557</b>	<b>522,102</b>
<b>Previous reporting period</b>	General fund £	Designated funds £	Restricted funds £	Total £
Tangible fixed assets	8,238	-	-	8,238
Net current assets/(liabilities)	383,263	35,730	62,005	480,998
<b>Total</b>	<b>391,501</b>	<b>35,730</b>	<b>62,005</b>	<b>489,236</b>

**22 Operating lease commitments**

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods:

	Property	
	2023 £	2022 £
Less than one year	24,000	24,000
One to five years	48,000	72,000
	<b>72,000</b>	<b>96,000</b>

**23 Reconciliation of net movement in funds to net cash flow from operating activities**

	2023 £	2022 £
<b>Net income/(expenditure) for the year</b>	<b>32,866</b>	<b>(59,964)</b>
<b>Adjustments for:</b>		
Depreciation charge	4,987	6,658
Dividends, interest and rents from investments	(6,321)	(733)
Decrease/(increase) in debtors	(54,434)	84,992
Increase/(decrease) in creditors	(67,777)	87,231
<b>Net cash provided by/(used in) operating</b>	<b>(90,679)</b>	<b>118,184</b>

## 24 Pension scheme and Contingent liability

### SCHEME: TPT Retirement Solutions – The Growth Plan

The company participates in the scheme, a multi-employer scheme which provides benefits to some 638 non-associates participating employees. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pension Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension scheme in the UK.

The scheme is classified as a "last-man standing arrangement". Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

#### Deficit contributions

From 1 April 2022 to 31 January 2025      £3,312,000 per annum (payable monthly)

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies. Note that the scheme's previous valuation was carried out with an effective date of 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall the Trustee asked the participating employers to pay additional contributions as follows:

From 1 April 2019 to 30 September 2025	£11,243.00 per annum	(payable monthly and increasing by 3% each on 1st April)
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The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

# Glossop and District Volunteer Bureau (The Bureau)

Notes to the accounts for the year ended 31 March 2023 (continued)

## 24 Pension scheme and Contingent liability (cont.)

### Present value of provision

	31-Mar-23	31-Mar-22	31-Mar-21
	(£s)	(£s)	(£s)
Present value of provision	595	934	5,364

### Reconciliation of opening and closing provisions

	Period ending 31-Mar-23	Period ending 31-Mar-22
	(£s)	(£s)
Provision at start of period	934	5,364
Unwinding the discount factor (interest expense)	17	31
Deficit contribution paid	(340)	(1,357)
Remeasurements - impact of any change in assumptions	(16)	(21)
Remeasurements - amendments to the contribution schedule	-	(3,083)
Provision at end of period	595	934

### Income and expenditure impact

	Period ending 31-Mar-23	Period ending 31-Mar-22
	(£s)	(£s)
Interest expense	17	31
Remeasurements - impact of any change in assumptions	(16)	(21)
Remeasurements - amendments to the contribution schedule	-	(3,083)
Contributions paid in respect of future service *	-	-
Costs recognised in income and expenditure account	774	1,353

\*includes defined contribution schemes and future service contributions (i.e. excluding any deficit reduction payments) to defined benefit schemes which are treated as defined contribution schemes. To be completed by the company.

### Assumptions

	31-Mar-22	31-Mar-21	31-Mar-20
	(£s)	(£s)	(£s)
Rate of discount	5.52	2.35	0.66

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

Glossop and District Volunteer Bureau (The Bureau)

Statement of Financial Activities  
(including Income and Expenditure account)  
for the year ended 31 March 2022

	Note	Unrestricted funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>					
Donations and legacies	3	3,449	4,663	8,112	50,973
Charitable activities:	4				
Core activities		5,000	96,787	101,787	82,936
Projects and other		4,500	450,884	455,384	615,610
Other trading activities	5	34,699	-	34,699	43,828
Investments	6	733	-	733	251
<b>Total income</b>		<b>48,381</b>	<b>552,334</b>	<b>600,715</b>	<b>793,598</b>
<b>Expenditure on:</b>					
Charitable activities:	7				
Operating costs		48,999	154,062	203,061	222,117
Direct project costs		-	457,618	457,618	323,918
<b>Total expenditure</b>		<b>48,999</b>	<b>611,680</b>	<b>660,679</b>	<b>546,035</b>
<b>Net income/(expenditure) for the year</b>	9	<b>(618)</b>	<b>(59,346)</b>	<b>(59,964)</b>	<b>247,563</b>
<b>Net movement in funds for the year</b>		<b>(618)</b>	<b>(59,346)</b>	<b>(59,964)</b>	<b>247,563</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		427,849	121,351	549,200	301,637
<b>Total funds carried forward</b>		<b>427,231</b>	<b>62,005</b>	<b>489,236</b>	<b>549,200</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.