

COMPANY REGISTRATION NUMBER: 03666606

CHARITY REGISTRATION NUMBER: 1073101

**Mid Suffolk Voluntary Organisations Forum**  
**Company Limited by Guarantee**  
**Unaudited financial statements**  
**31 March 2022**

# **Mid Suffolk Voluntary Organisations Forum**

**Company Limited by Guarantee**

**Financial statements**

**Year ended 31 March 2022**

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# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report)**

#### **Year ended 31 March 2022**

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Companies Act 2006 and 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 published in October 2019.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 March 2022

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##### Chairman's report

2021 began with an exit from the Covid-19 pandemic restrictions. A difficult time for both Red Gables and the outreach projects with restrictions changing every four weeks. Red Gables remained open and accessible to tenants throughout the year and many tenants still chose to work from home with a gradual phased return. Redwoods community centre began opening up gradually with an increase in footfall each subsequent month.

It was critical that we continued to work towards achieving our shared vision of charitable organisations and communities flourishing across mid Suffolk, making significant differences to the quality of people's lives and wellbeing. To that end, we continued to develop Red Gables as a wellbeing hub with the continual introduction of new services and through the support given to local charities and community groups.

##### Notable points in the financial year include:

- Strong commitment by the staff and volunteers supported by Trustees.
- Continued funding successes for various projects with particular mention of Stowmarket Town Council, National Lottery and Suffolk Community Foundation.
- Identification of key improvements for Red Gables to provide a welcoming approach to clients including updating the main staircase, refurbishment of ground floor rooms and switching to energy saving LED lighting.
- Red Gables was selected by Mayor Keith Scarff to be one of his chosen charities for his term of office.
- Continued support from our sponsors including Oddfellows, Stowmarket Town Council, Stowmarket Lions, Tesco and ASDA for which we are extremely thankful.
- The Red Gables brand continued to improve. The monthly recycling stall and taking part in events such as Stowmarket Christmas Fayre helped to raise our profile.
- During the period, Red Gables projects continued to make a positive impact in the community by tackling social isolation, loneliness and mental health.
- Continued participation in key partnerships (Dementia Action Alliance & Volunteers of Stowmarket (Eco) through the Town Council).

Sadly, our Manager Robert Horn resigned his position and left Red Gables at the end of February. Robert was presented with an opportunity to develop his career in an area where he has significant skills. Robert was a great contributor to Red Gables and was instrumental in gaining funds and developing staff/trustees via his training classes and his expertise. A job specification was generated and posted in early March. By the end of March we had several excellent CV's to review from which to select a new manager.

At the start of the year, Colin Lay accepted the new role of Community Engagement Manager. This role blends well with Colin's skills and his specific goals include improving Red Gables image in the community, increasing grant income and represented Red Gables at community events and local forums.

Finally, I would like to thank all our Trustees who give their time freely, usually meeting every other month, the staff, Robert, Colin, Jackie, Jim, Helen and Bonnie, and all of the many volunteers who help to support people and local groups in Stowmarket and the surrounding area.

Lawrence Reekie (Chair of Trustees)

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 March 2022

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##### Manager Report

Red Gables continues to recover from the chaotic times provided during the Covid-19 pandemic. 2021 began with some concerns over whether or not restrictions would be lifted, however by April a roadmap had been created and suddenly the future seemed more hopeful. Both Red Gables and Redwoods have begun to see bookings return to pre-pandemic levels, with many groups continuing to take place under the ever changing regulations.

The year saw the departure of some tenants and the arrival of others and some moving around of offices. We have 11 organisations under the one roof.

Red Gables continues to support wellbeing projects both on and off site. Supporting local community groups with affordable meeting space, permanent office space and advice on setting up as an organisation whether charitable or community based. It also fulfils the role of a Wellbeing Hub through direct outreach projects such as the Lunch Club, Garden Project, and others. At the end of the year, we were successful in securing further funding of £10,000 for Volunteers of Stowmarket (Eco), a project that welcomes local people of all ages to participate in a wide range of environmental activities and initiatives across the town.

##### What is Red Gables currently doing towards Community Wellbeing?

Our Mission Statement is 'Inspiring communities by enhancing wellbeing through projects and support for charitable organisations, small businesses and partners'. We work hard to achieve this by:

1. Providing office accommodation to charitable organisations and small businesses offering a range of wellbeing services.
2. The Redwoods Centre is managed to provide a venue for activities and meetings for over 50 groups and organisations. Private hirers also find this a good location for their celebrations.
3. Organise events that are fun to attend and help to raise valuable funds towards our core costs and projects.
4. Manage projects that improve wellbeing by:
  - Helping people feel less isolated and helping them make new friends through various groups.
  - Encouraging people into volunteering via the regular drop-in sessions and the annual Volunteering Day.
  - Empowering individuals to get involved.
  - Encouraging healthier lifestyles.

We continue to work with the Stowmarket Dementia Action Alliance, and many other local wellbeing and environmental groups.

##### Red Gables Outreach Projects

Redwoods Lunch Club - Every Monday except bank holidays - for individuals aged 65+. Changes brought about by the pandemic mean that the club still met every week when permitted, however due to social distancing; it remains split into two groups, Week A and Week B with up to 20 people each time. The main courses are still provided by the Cabbage & Kings café at The Mix, and desserts are cooked on site by a dedicated team of six volunteers. Entertainment is provided with quizzes, bingo, and raffles with occasional guest speakers. During the late 2021 lockdown periods regular newsletters, CD, quizzes, and phone calls were made to keep touch with the members and make sure that they had all that they required. Stowmarket Town Council and The Gipping Branch of Oddfellows fund the project core costs.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 March 2022

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**Garden Project** - The project meets every Thursday and makes a significant difference for anyone who visits Red Gables. The volunteers work exceptionally hard in all weathers and many of them now have their own areas of garden to manage. We remain grateful to all of the volunteers and especially to Colin Lay for leading this project and keeping the grounds in good order. The gardens are a constant delight, and it was noticeable during the lockdown periods how many new visitors came to explore the gardens as a place to walk and enjoy nature. The adjoining piece of woodland known as the Spinney has now been secured on a 30-year lease with the support of Suffolk Pro Help. This will keep it as a community asset for all.

**Volunteering Project** - Red Gables is working with Stowmarket Town Council to encourage and empower adults into volunteering by matching them with the roles that local charitable organisations have available.

**Cake, Cancer & Coffee** - This runs the first Sunday of each month with support from Macmillan Cancer Support. It is a well-run and popular group, which provides a much-needed service to local people. The volunteers also provide helpful information to others in the local community who do not attend the group.

**Volunteers of Stowmarket (Eco)** - This new project began in October 2021 with £1000 of funding from Stowmarket Town Councils Environment Fund. Initially launched as a pilot scheme the project's aim was to enable local people of all ages to undertake a variety of weekly environmental activities and initiatives across the town including tree planting, litter picking and recycling. After a successful first 3 months, the project was successful in being selected by the public as the winner of Stowmarket Town Council Community Choices vote as part of the Queen's platinum Jubilee. This provided the project with a further £10,000 of funding for the period 2022 / 23. The group meets every Tuesday and has already made an impressive difference to green spaces in the town and increased the volunteering opportunities available. An activity of particular note was the planting of 1500 native spring bulbs at Stowmarket Community Hub in partnership with Leading Lives.

**Sensory Ark** - Funded by Suffolk Community Foundation and launched in June 2021 this art focused mental health group provides a weekly opportunity for individuals to get together and take part in some light artwork under the guidance of mentor Stella Davis. In the summer months, the group has made use of the sunshine on the south lawn and created some wonderful pictures of the gardens. They have also created a wide range of items for local exhibitions including the "Every Garden Matters" exhibition, which runs from April - October 2022.

**Nurture Together** - During the Covid-19 pandemic, a new partnership was formed between Red Gables, Stowmarket Dementia Action Alliance, Stow Stories and Stowmarket Eco Future Group. In March 2021, we collectively ran our first outreach programme, which provided 2021 snowdrops to care homes in Stowmarket. The bulbs were kindly donated by Judith Thompson from her historic piece of land at Danecroft and packaged in bundles using natural materials. The partnership is looking forward to working together on further projects.

**Singing for the Brain** - Encompasses Dementia Café and Alive n Singing. The group ran weekly sessions in the community, mainly at care homes. Towards the end of 2021, the group has started visiting community groups where Covid regulations allow and this has led to the restart of the monthly group at Red Gables.

#### **Red Gables Centre**

There have been a few changes in tenants and rooms in Red Gables. After many years here Mari Green and Voiceability moved out and their rooms were promptly taken up by other tenants needing additional space. We continued to provide a base for ACE Anglia Ltd, The RSVP Trust, BSEVC Community Transport service, Vallant Ltd, East Anglian Traditional Music Trust, Gables Therapies, Combs Complimentary Therapy, Synthesis Media, Mid Suffolk Axis, Achieving Aspirations CIC Theresa Kyrkos and Renate Ruddock.

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2022**

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#### **Redwoods Centre**

Redwoods is always popular with regular and occasional hirers from local community groups, individuals, and a few private bookings. We continue to plan more improvements along with regular maintenance to keep this both attractive and cost effective for activities and meetings. Acoustic insulation to the ceiling has made a big improvement to the main hall, which is proving popular with singing groups.

Many of our groups and organisations from previous years are continuing to use the facilities and we look forward to welcoming more back as the pandemic restrictions ease. Regular users include Home-Start Mid Suffolk, Oddfellows Gipping Branch, Enigma, BSEVC, Stowmarket Operatic & Dramatic Society, Gipping Valley LETS, West Suffolk Sight, Stowmarket U3A, the Apricot Centre, Stowmarket Bee Keepers, Stowmarket Strummers and we are pleased to have Mid Suffolk Axis for two days per week. We are grateful for their continued support and commitment to Red Gables.

#### **Red Gables Trustees**

Lawrence Reekie continues to be an effective Chairman of Trustees. Plans are being made to increase the number of trustees and enquiries were being made to find suitable candidates with the requisite skills.

The Trustees remain supportive of all the staff and can be relied upon to help out and the bigger events when more hands are needed. Several of them are closely involved with the outreach and well-being projects, thus enabling the staff to focus on other matters.

I would also like to thank all of the Trustees for their continued support over this year in helping Red Gables to thrive and know that they will continue to support and steer the charity as the pandemic continues bringing new and ever-changing problems. Red Gables staff, trustees and volunteers remain committed to supporting local people and projects in these times.

Colin Lay (Interim Manager)

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

**Year ended 31 March 2022**

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#### Reference and administrative details

Registered charity name	Mid Suffolk Voluntary Organisations Forum
Charity registration number	1073101
Company registration number	03666606
Principal office and registered office	Red Gables Ipswich Road Stowmarket Suffolk IP14 1BE

#### The trustees

The trustees who served during the year and at the date of approval were as follows:

L Reekie (Chair)  
C Biginton  
M Coburn  
H Gooding (Appointed 18/06/2021)  
S Lovell (Appointed 18/06/2021)  
M Treat (Appointed 05/01/2022)  
S Hollands (Resigned 03/06/2021)  
B Sharma (Resigned 16/11/2021)  
B Spenser (Appointed 05/01/2022 and Resigned 01/03/2022)  
S Vincent (Resigned 20/04/2022)



# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Trustees' annual report (incorporating the directors' report) *(continued)*

#### Year ended 31 March 2022

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##### Membership including Tenants

ACE (Anglia) Ltd	Achieving Aspirations
Apricot Centre	BSEVC
CF Social Work	East Anglian Traditional Music Trust
Enigma	Gables Therapies
Gascoynes	Healing Rooms
Home-start Mid & West	Jackie Cooper Photography
Lapwing Education	Light Bowl Healing
Ltb Counselling	Macmillan
Mariko Yamakado	Mid Suffolk Axis
Music in our Bones	Oddfellows
QES Ltd	RSVP Trust
Scorpion Martial Arts	SODS
Stowmarket ASD Saturday Club	Stowmarket Beekeepers
Stowmarket Carnival	Stowmarket Strummers
Stowmarket U3A	Suffolk Family Carers
Suffolk Red Cross Link Group	Suffolk Sight
Synthesis Media Ltd	Teresa Kyrkos & Renate Ruddock
The Charity Gaming Guild	Ukulele Group
Vallant Ltd	1st Stowmarket Guides and Rangers

##### Red Gables Tenants

ACE (Anglia) Ltd	Renate Ruddock & Teresa Kyrkos
Achieving Aspirations	RSVP Trust
BSEVC Community Transport	Mid Suffolk Axis
East Anglian Traditional Music Trust	Synthesis Media
Vallant Ltd	Gables Therapies

##### Red Gables Volunteers

H Carless  
J Kennedy  
B Spencer

##### Red Gables Volunteers with Projects

Alive'n' Singing & Dementia Café now under Singing for the Brain	
Cake, Cancer & Coffee (MacMillan)	Red Gables Garden Project
Redwoods Lunch Club	Volunteer Project
Sensory Ark Project	Volunteers of Stowmarket (Eco) - 42 volunteers in total

##### Solicitors

Prettys  
Elm House  
25 Elm Street  
Ipswich  
IP1 2AD

##### Independent examiner

L Thurston FCCA  
Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

# **Mid Suffolk Voluntary Organisations Forum**

**Company Limited by Guarantee**

**Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2022**

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**Bankers**

TSB  
7 Market Street  
Stowmarket  
IP14 1DY

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2022**

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##### **Objectives and activities**

Aims of the Charity (Extract from the Memorandum of Association)

To promote for the public benefit the urban and rural regeneration in areas of social and economic deprivation and in particular Mid Suffolk District and the County of Suffolk.

To promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To promote and improve the effectiveness of charities which operate in whole or in part in Mid Suffolk in direct pursuit of their objectives by the provision of advice, training, and information on efficient and professional management of resources

To promote such other purposes as are charitable according to the laws of England and Wales for the benefit of the public as may from time to time be determined.

##### **Main activities of the forum**

Promoting and improving the effectiveness of voluntary organisations working in the Mid Suffolk area by the provision of advice, training, practical support, and information. Managing the Red Gables Resource Centre which provides permanent office accommodation for voluntary groups as well as facilities for hire such as the Redwoods Centre.

##### **Public benefit**

The Board of Trustees are aware of their duty to ensure the activities of Mid Suffolk Voluntary Organisations Forum pursue its charitable objectives and that such activities are for the purposes of public benefit. Reviews by the Chairman and the Red Gables Manager is included in the Annual Report. The information sets out how the public benefit of Red Gables was delivered in the Mid Suffolk area during the past 12 months.

##### **Achievements and performance**

The Charity's activities for the year are reported in the Red Gables Manager's Report within these accounts.

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2022**

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##### **Financial review**

Unrestricted income for the year has increased by £4,894 to £108,580 (2021: £103,659) this is mainly due to an decrease in grants and donations but this was offset by a increase in rental income. Unrestricted expenditure which has increased by £10,140 to £90,494 (2021: £80,354). This brings the unrestricted funds to £58,940 (2021: £48,786) as at the year end date, with total reserves amounting to £474,019 (2021: £488,531).

##### **Reserves policy**

The Charity's reserves policy is to hold six months unrestricted expenditure as reserves which would amount to £45,247 (2021: £40,177) based on current expenditure levels. The policy is set to hold enough free reserves to enable the Charity to fulfil statutory and legal obligations and to provide a contingency fund to meet unforeseen falls in income or increases in expenditure.

In setting the reserves policy the Trustees have considered the benefits and security of its ownership of the Red Gables property, which allows the Trustees to properly manage the charities finances with consistency against unforeseen expense fluctuations in future years.

The Charity's actual reserves amounted to £58,940 as at the year end (2021: £48,786), which is in line with the policy. The Trustees monitor and this review annually.

##### **Plans for future periods**

The Charity's plans for the future are to promote and undertake its aims and objectives as outlined in the Trustees Report. The Trustees have taken into account and adjusted for the impact of Covid-19 on the delivery of its projects in line with the objectives, tenants and the wider community including those who rely on Red Gables and our work throughout the year.

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2022**

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#### **Structure, governance and management**

##### **Organisational and decision-making structure**

The Mid Suffolk Voluntary Organisations Forum, also known as Red Gables throughout these accounts is a registered charity and a company limited by guarantee, company number 03666606 and Charity number 1073101.

A Board of Trustees is responsible for managing the business of the Forum and there are six scheduled meetings of the Board each year.

##### **Appointment or election of Trustees**

Trustees are appointed by the Annual General Meeting or by resolution of the Board of Trustees. The number of Trustees shall not be less than three and the total number is not subject to any maximum unless otherwise determined.

New Trustees will communicate with the Charity and its existing Trustees prior to becoming a member, during which time the individual will obtain an understanding of the objectives and operations of the Charity and the individual's expected role.

##### **Membership of the forum**

Membership is open to any voluntary organisation or community group that has a charitable purpose, or is a registered Charity, and operates wholly or partly in the Mid Suffolk area. Membership is also open to individuals and groups that can demonstrate they have particular skills or interests that can assist the development of the voluntary sector.

##### **Main restrictions set by governing document**

The governing documents of the Forum are the Articles of Association and the Memorandum of Association. The overriding restriction is that the income and property of the Forum shall only be used for achieving the aims of the Charity.

##### **Independent examiner reappointment**

A resolution to appoint L Thurston FCCA of Lovewell Blake LLP as independent examiner will be proposed at the next meeting.

##### **Small company provisions**

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

# Mid Suffolk Voluntary Organisations Forum

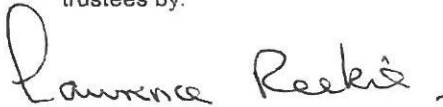
Company Limited by Guarantee

Trustees' annual report (incorporating the directors' report) *(continued)*

Year ended 31 March 2022

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The trustees' annual report was approved on 14/12/22 and signed on behalf of the board of trustees by:

 Lawrence Reekie

L Reekie (Chair)  
Trustee

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Independent examiner's report to the trustees of Mid Suffolk Voluntary Organisations Forum

Year ended 31 March 2022

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I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 March 2022 which comprise the statement of financial activities (including income and expenditure account), balance sheet and the related notes.

#### Responsibilities and basis of report

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

Having satisfied myself that the financial statements 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 financial statements 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 examiner's statement

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 financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.

 16/12/22

L Thurston FCCA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Statement of financial activities (including income and expenditure account)

Year ended 31 March 2022

		Unrestricted funds	2022 Restricted funds	Total funds	2021 Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Grants and donations	5	16,951	28,012	44,963	71,713
Charitable activities	6	88,489	736	89,225	63,900
Other trading activities		793	—	793	—
Other income	7	2,320	—	2,320	—
<b>Total income</b>		<u>108,553</u>	<u>28,748</u>	<u>137,301</u>	<u>135,613</u>
<b>Expenditure</b>					
Charitable activities	8	89,244	60,159	149,403	123,935
Other expenditure		1,250	1,160	2,410	—
<b>Total expenditure</b>		<u>90,494</u>	<u>61,319</u>	<u>151,813</u>	<u>123,935</u>
<b>Net (expenditure)/income before transfer of funds</b>		18,059	(32,571)	(14,512)	11,678
Transfers between funds		(7,905)	7,905	—	—
<b>Net movement in funds</b>		10,154	(24,666)	(14,512)	11,678
<b>Reconciliation of funds</b>					
Total funds brought forward		48,786	439,745	488,531	476,853
<b>Total funds carried forward</b>		<u>58,940</u>	<u>415,079</u>	<u>474,019</u>	<u>488,531</u>

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

The notes on pages 16 to 27 form part of these financial statements.



# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Balance sheet

31 March 2022

	Note	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible fixed assets	12		412,667		427,663
<b>Current assets</b>					
Debtors	13	16,784		6,092	
Cash at bank and in hand		65,275		71,749	
		82,059		77,841	
<b>Creditors: Amounts falling due within one year</b>	14	(20,707)		(16,973)	
<b>Net current assets</b>			61,352		60,868
<b>Total assets less current liabilities</b>			474,019		488,531
<b>Net assets</b>			474,019		488,531
<b>Funds of the charity</b>					
Restricted funds			415,079		439,745
Unrestricted funds			58,940		48,786
<b>Total charity funds</b>	17		474,019		488,531

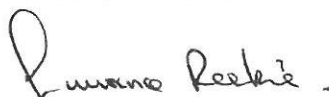
For the year ending 31 March 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

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

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 14/12/22, and are signed on behalf of the board by:



L Reekie (Chair)  
Trustee

Company registration number: 03666606

The notes on pages 16 to 27 form part of these financial statements.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements

Year ended 31 March 2022

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#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The operational and registered office address of the charity is Red Gables, Ipswich Road, Stowmarket, Suffolk, IP14 1BE.

#### 2. Statement of compliance

The charity constitutes a public benefit entity as defined by FRS 102. 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### Going concern

The accounts have been prepared on the on going concern basis and the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected income and expenditure for the next 12 months from authorising these financial statement. The budgeted income and expenditure is sufficient with the level of reserves for the Charity to be able to continue as a going concern.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees to further any of the Charity's purposes.

Designated funds, where necessary are unrestricted funds earmarked by the Trustees for particular future projects or commitments.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

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#### 3. Accounting policies *(continued)*

##### Income *(continued)*

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### Depreciation

The Freehold property is being depreciated over 50 years and includes improvements. Land is not depreciated.

Freehold property improvements	-	2%, 4%, 10% and 33% straight line.
Fixtures and fittings	-	10% straight line
Equipment	-	25% straight line

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

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#### 3. Accounting policies *(continued)*

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

#### 4. Limited by guarantee

The company is limited by guarantee and does not have a share capital. Every member of the company undertakes to contribute to the assets of the company if it is wound up during the time that he or she is a member, or within one year afterwards, for payment of the debts and liabilities of the company contracted before the time at which he or she ceases to be a member and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributors among themselves such amount as may be required not exceeding £1.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 5. Grants and donations

##### Year ended 31 March 2022

	Unrestricted funds £	Restricted funds £	Total Funds 2022 £
<b>Grants and donations</b>			
Mid Suffolk District Council	12,000	3,000	15,000
Tesco	—	7,000	7,000
Stowmarket Town Council	—	4,400	4,400
Suffolk County Council	2,430	—	2,430
Oddfellows	1,250	—	1,250
Albert Hunt Trust	—	1,000	1,000
Other grants and donations	2,064	12,612	14,676
	<u>17,744</u>	<u>28,012</u>	<u>45,756</u>

##### Year ended 31 March 2021

	Unrestricted funds £	Restricted funds £	Total Funds 2021 £
<b>Grants and donations</b>			
Mid Suffolk District Council	39,857	7,000	46,857
The National Lottery Community Fund	—	8,540	8,540
Suffolk Community Foundation	—	7,521	7,521
Stowmarket Town Council	—	3,820	3,820
Tesco	—	3,000	3,000
Oddfellows	—	1,650	1,650
Other grants and donations	125	200	325
	<u>39,982</u>	<u>31,731</u>	<u>71,713</u>

#### 6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Rents and service charges	88,351	736	89,087
Other income	138	—	138
	<u>88,489</u>	<u>736</u>	<u>89,225</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Rents and service charges	63,668	—	63,668
Other income	9	223	232
	<u>63,677</u>	<u>223</u>	<u>63,900</u>

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

Year ended 31 March 2022

#### 7. Other income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Insurance claim	2,320	2,320	—	—

#### 8. Expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Staff costs	55,789	—	55,789
Office costs	12,272	—	12,272
Property costs	14,171	10,358	24,529
Project and service costs	2,668	39,212	41,880
Depreciation	1,997	10,589	12,586
Support costs	2,347	—	2,347
	<u>89,244</u>	<u>60,159</u>	<u>149,403</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Staff costs	53,697	—	53,697
Office costs	6,876	560	7,436
Property costs	11,743	5,677	17,420
Project and service costs	1,502	27,286	28,788
Depreciation	4,333	10,058	14,391
Support costs	2,203	—	2,203
	<u>80,354</u>	<u>43,581</u>	<u>123,935</u>

#### Analysis of support costs

	2022 £	2021 £
Independent examiners fees	2,334	2,190
Legal and professional fees	13	13
	<u>2,347</u>	<u>2,203</u>

#### 9. Net (expenditure)/income

Net (expenditure)/income is stated after charging/(crediting):

	2022 £	2021 £
Depreciation of tangible fixed assets	12,586	14,391
Loss on disposal of tangible fixed assets	<u>2,410</u>	<u>—</u>

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022 £	2021 £
Wages and salaries	53,891	51,956
Pension costs	1,898	1,741
	<u>55,789</u>	<u>53,697</u>

#### 11. Trustee remuneration and expenses

The key management personnel of the Charity comprise the Trustees and the Forum manager. The Trustees neither received nor waived any remuneration during the year (2021: £Nil), although two Trustees were reimbursed expenses amounting to £318 (2021: £Nil).

The total amount of employee benefits, including employer pension contribution; received by senior management for their services to the Charity was £18,993 (2021: £20,162).

#### 12. Tangible fixed assets

	Freehold property £	Fixtures and fittings £	Equipment £	Total £
<b>Cost</b>				
At 1 April 2021	584,171	51,119	22,887	658,177
Disposals	(3,250)	—	—	(3,250)
<b>At 31 March 2022</b>	<u>580,921</u>	<u>51,119</u>	<u>22,887</u>	<u>654,927</u>
<b>Depreciation</b>				
At 1 April 2021	164,457	44,043	22,014	230,514
Charge for the year	10,546	1,167	873	12,586
Disposals	(840)	—	—	(840)
<b>At 31 March 2022</b>	<u>174,163</u>	<u>45,210</u>	<u>22,887</u>	<u>242,260</u>
<b>Carrying amount</b>				
<b>At 31 March 2022</b>	<u>406,758</u>	<u>5,909</u>	<u>—</u>	<u>412,667</u>
At 31 March 2021	<u>419,714</u>	<u>7,076</u>	<u>873</u>	<u>427,663</u>

#### 13. Debtors

	2022 £	2021 £
Trade debtors	15,227	4,515
Prepayments and accrued income	1,557	1,577
	<u>16,784</u>	<u>6,092</u>

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

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#### 14. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	4,808	202
Accruals and deferred income	15,294	13,581
Other creditors	605	3,190
	<u>20,707</u>	<u>16,973</u>

#### 15. Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,898 (2021: £1,741).

#### 16. Deferred income

	2022	2021
	£	£
Amount deferred in year	<u>12,954</u>	<u>11,325</u>

Deferred income represents conditional amounts received in relation to services actioned after the year end date and are released in the year to which they relate.



# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### 17. Analysis of charitable funds

##### Unrestricted Funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Unrestricted Funds	48,786	108,553	(90,494)	(7,905)	58,940

##### Restricted funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Community Fund	264,830	—	(5,424)	—	259,406
Old Library Extension	109,179	—	(2,726)	—	106,453
Improvements to Redwoods	5,906	—	(5,906)	—	—
Garden Projects	(3,442)	10,462	(13,045)	6,025	—
Healthy Eating	1,623	—	(1,623)	—	—
Better Balance Classes	342	736	(1,300)	222	—
Volunteer Project	1,352	1,000	(839)	—	1,513
Window Replacement	1,863	—	(779)	—	1,084
Car Park Resurfacing	29,738	—	(999)	—	28,739
Range Cooker	1,055	—	(206)	—	849
Cake, Cancer and Coffee	976	—	(414)	—	562
Parquet Flooring	1,162	—	(1,162)	—	—
Alive 'n' Singing	364	—	(364)	—	—
Redwoods Table and Chairs	751	—	(454)	—	297
Dementia Music Cafe	(21)	—	21	—	—
Sensory Ark Project	3,784	2,000	(5,282)	2,000	2,502
Lunch Club	4,043	2,000	(7,701)	1,658	—
Singing for the Brain	8,719	1,150	(4,793)	—	5,076
Rickshaw	4,996	—	(4,296)	—	700
Acoustic Clouds	2,525	—	(2,525)	—	—
Haughley Bequest	—	10,000	(127)	(2,000)	7,873
Volunteers for Stowmarket	—	1,000	(975)	—	25
Gazebos	—	400	(400)	—	—
	439,745	28,748	(61,319)	7,905	415,079

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

#### Unrestricted Funds

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
Unrestricted Funds	<u>25,481</u>	<u>103,659</u>	<u>(80,354)</u>	<u>—</u>	<u>48,786</u>

#### Restricted funds

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
Community Fund	270,254	—	(5,424)	—	264,830
Old Library Extension	111,905	—	(2,726)	—	109,179
Improvements to Redwoods	5,906	—	—	—	5,906
Garden Projects	—	2,420	(5,862)	—	(3,442)
Arboretum Project	90	—	(90)	—	—
Drought Garden	1,159	—	(1,159)	—	—
Healthy Eating	1,623	—	—	—	1,623
Gardens Club Tools	54	—	(54)	—	—
Better Balance Classes	342	—	—	—	342
Volunteer Project	457	1,000	(105)	—	1,352
Window Replacement	18,151	—	(16,288)	—	1,863
Car Park Resurfacing	29,881	—	(143)	—	29,738
Range Cooker	1,261	—	(206)	—	1,055
Cake, Cancer and Coffee	1,079	—	(103)	—	976
Parquet Flooring	1,486	—	(324)	—	1,162
Alive 'n' Singing	364	—	—	—	364
Fire Prevention Work	401	—	(401)	—	—
Redwoods Table and Chairs	1,205	—	(454)	—	751
Tool Shed Replacement	500	—	(500)	—	—
Dementia Music Cafe	—	—	(21)	—	(21)
Sensory Ark Project	4,506	—	(722)	—	3,784
Lunch Club	748	4,873	(1,578)	—	4,043
Singing for the Brain	—	8,740	(21)	—	8,719
Rickshaw	—	4,996	—	—	4,996
Acoustic Clouds	—	2,525	—	—	2,525
Laptop	—	400	(400)	—	—
Boiler and Floor	—	7,000	(7,000)	—	—
	<u>451,372</u>	<u>31,954</u>	<u>(43,581)</u>	<u>—</u>	<u>439,745</u>

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2022

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**Community Fund:** Funding from the Community Fund for property improvements.

**Old Library Extension:** Income and expenditure relating to the Old Library extension.

**Garden Projects:** Income and expenditure relating to the work on the grounds.

**Equipment for Redwoods:** Stowmarket Town Council grant towards new equipment.

**Better Balance Classes:** Funding from the Simpson Fund through Suffolk Community Foundation to provide exercise classes for older people through the Redwoods Lunch Club sessions.

**Volunteer Project:** Stowmarket Town Council funding to encourage people into volunteering with local charitable organisations.

**Window Replacement:** Funding from Suffolk County Council to improve the thermal efficiency of Red Gables, including insulation and secondary glazing.

**Car Park Resurfacing:** Funding from Viridor Credits Environmental Company and Mid Suffolk District Council for resurfacing the car park.

**Range cooker:** Funding from the Dulverton Trust for a new range cooker.

**Cake, Cancer and Coffee:** Funding from Macmillan Cancer Support for complimentary therapy activities.

**Improvements to Redwoods:** Funding from The Big Lottery Awards For All to improve various items in the Redwoods Centre, including flooring, furniture and lighting .

**Parquet Flooring:** The Refurbishment of the flooring in the Redwoods Hall, funded by the Alfred Williams Trust and Awards For All .

**Redwoods Table and Chairs:** Suffolk Community Foundation's Joy Abbott Fund and Awards for All funded the replacement of furniture in Redwoods.

**Dementia Music Cafe:** Originally funded by Mid Suffolk District Council and Stowmarket Dementia Action Alliance as well as contributions from those attending each week.

**Healthy Eating:** Tesco's Bags of Help funded this to encourage the growing of fresh vegetables all year round in raised beds.

**Sensory Ark Project:** The Sapphire fund administered by Suffolk Community Foundation has funded this project to deliver a mixture of Art outreach therapy sessions both onsite and out in the community.

**Lunch Club:** Supported by Stowmarket Town Council and Oddfellow to cover room hire and staff time, while keeping the costs to members as low as possible.

**Singing for the Brain:** Singing for the Brain is a project which started in spring 2021 delivering in person and online singing sessions for people with neurological and brain disorders and also regular recording and sending out CDs for those unable to get online. Funding of £8,450 was awarded from Awards for All, part of the National Lottery. Delivery of the project will be largely the following financial year.

# Mid Suffolk Voluntary Organisations Forum

## Company Limited by Guarantee

### Notes to the financial statements (continued)

#### Year ended 31 March 2022

**Rickshaw:** The Stowmarket Rickshaw Project is a joint venture between MSVOF and BSEVC with support from Suffolk County Council and Stowmarket Dementia Action Alliance. In February 2021 MSVOF was awarded £4,996 from Suffolk Community Coronavirus Fund and Reviving Our Community Fund, both of which are administered by Suffolk Community Foundation. The funding was to purchase another Rickshaw, a second hand one together with some running costs for the additional administration costs. Delivery of the project will be largely during the following financial year.

**Acoustic Clouds:** The Suffolk Community Coronavirus Fund, through the Suffolk Community Foundation also funded the installation of acoustic insulation in the Redwoods Main Hall with a grant of £2,542 in August 2020. This was to stop the reverberation problem which was causing many to raise their voices to talk thereby escalating the danger of virus transmission. The acoustic insulation in the form of suspended cloud shaped panels was installed before most of the user groups returned after the second lockdown. This improvement has transformed the characteristic of the hall.

**Haughley Bequest:** This £10,000 funding was provided through the bequest of a lady and facilitated through a local funeral director.

**Volunteers for Stowmarket (Eco):** Initially funded with £1,000 through Stowmarket Town Councils environment fund, the project has successfully sourced £10,000 from the Community Choices Award, a grant provided by Stowmarket Town Council to celebrate the platinum jubilee.

**Gazebos:** These were purchased through the Stowmarket Town Council Communities Grant Fund, which provided £400. The remaining cost being met from Red Gables core funding. The gazebos provide a valuable opportunity for Red Gables to host events and provide gazebo hire to other charities and community groups.

#### 18. Analysis of net assets between funds

As at 31 March 2022

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	7,805	404,862	412,667
Net current assets	51,135	10,217	61,352
<b>Net assets</b>	<b>58,940</b>	<b>415,079</b>	<b>474,019</b>

As at 31 March 2021

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	5,669	421,994	427,663
Net current assets	43,117	17,751	60,868
<b>Net assets</b>	<b>48,786</b>	<b>439,745</b>	<b>488,531</b>

# **Mid Suffolk Voluntary Organisations Forum**

## **Company Limited by Guarantee**

### **Notes to the financial statements** *(continued)*

#### **Year ended 31 March 2022**

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##### **19. Funds received as agent or held as custodian trustee**

During the year, Mid Suffolk Voluntary Organisations Forum, administered funds for the VASP project and Stow Xmas Tree Festival, on behalf of Mid Suffolk District Council. Total funds received during the year amounted to £Nil (2021: £4,080) with a further £2,562 (2021: £831) expended. At the balance sheet date a balance of £368 (2021: £2,930) was included within "custodian funds" in creditors accordingly.

##### **20. Related parties**

Other than as elsewhere disclosed in the accounts, there were no related party transactions in this or the previous year.