

Registered number: 3998851
Charity number: 1082243

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

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THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

Patron

SCM Hunt

Trustees

J Unsworth, Chair

S C M Hunt (resigned 10 June 2020)

G Durrant, Treasurer

P Phipps

J Austin

P Hulme

S Jay, Secretary

L Reilly

T Stares

Company registered number

3998851

Charity registered number

1082243

Registered office

The Community Furniture Project (Newbury)

Unit F, Hambridge Road Industrial Estate

Bone Lane

Newbury

Berkshire

RG14 5SS

Company secretary

S-A Jay

Senior management team

G K Hughes, Chief Executive

D Linneman, Finance Manager (until 25 September 2020)

J Exelby, Finance Manager (from 4 January 2021)

C Newman, Project Manager – Community Furniture Project (Newbury)

P O'Hagan, Project Manager – Community Furniture Project (Basingstoke)

J McKay, Project Manager – Training & Community Support

S Chapman, Project Manager – Growing2gether Project

Independent auditor

James Cowper Kreston

Chartered Accountants and Statutory Auditor

2 Communications Road

Greenham Business Park

Greenham

Newbury

Berkshire

RG19 6AB

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
(CONTINUED)**

FOR THE YEAR ENDED 30 NOVEMBER 2020

Bankers

Lloyds Bank plc
5 Bridge Street
Newbury
Berkshire
RG14 5BQ

Solicitors

Gardner Leader Solicitors
White Hart House
Market Place
Newbury
Berkshire
RG14 5BA

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
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TRUSTEES' REPORT
FOR THE YEAR ENDED 30 NOVEMBER 2020

OBJECTIVES AND ACTIVITIES

CHARITABLE OBJECTS

The Charitable objects of the organisation are:

- The support of persons who are in need by reason of their youth, infirmity, disablement, poverty or social and economic circumstances in particular, but not exclusively, by providing re-used furniture and household goods to support independent living.
- The support of people with special needs or at social disadvantage in particular by the provision of training and work opportunities.
- To advance the education of members of the general public, particularly in environmental matters.
- To promote the conservation, protection and improvement of the physical and natural environment for the public benefit by promotion of sustainable waste management practices including waste minimization, reduction of pollution and harm from waste, reuse of waste, recycling of waste and waste recovery activities.

MISSION STATEMENT

"The NCRC helps local people by providing furniture, household goods, training and services to support independent and sustainable living. We help people to develop work and social skills, and encourage environmentally beneficial activities by promoting re-cycling and re-use."

PUBLIC BENEFIT

The Trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. The company is a registered charity whose principal objects are – a) providing re-used furniture and household goods to relieve those in need by reason of poverty, social or economic circumstances, youth, disability or infirmity; b) Providing training, work and volunteering opportunities, particularly to those with special needs, or at a social disadvantage, and c) promoting conservation and protection of the natural environment, through our sustainable waste management practices, our environmental projects and through educating the general public.

ACHIEVEMENTS AND PERFORMANCE

COVID 19

During the first quarter of the year activities were delivered in line with the charity's existing plans and all key performance indicators were being met. The disruption to social and economic life brought on by the Covid 19 pandemic necessitated an immediate and radical change to the methods by which the charity delivered its charitable objects.

Using its long-standing partnerships with local authorities, charitable organisations, schools and local communities, the charity quickly became involved in the setting up of Community Hubs to meet the immediate challenges being faced locally. The NCRC repurposed its various human and logistic assets to ensure that in all ways possible the beneficiaries who are normally supported would continue to be so.

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The NCRC's primary activities throughout the pandemic have been focused on the delivery of essential household goods, food, practical and emotional support, as well as the continuation (as far as it has been possible) of all its normal activities. 'Normal' activities continued to operate where permitted under the various regulations that were brought in by Government.

Budgets and financial forecasts for income, expenditure and cash flows were revised and a series of scenarios developed based on a possible closedown of trading activities of between two weeks and six months. During the planning process, a number of Government financial support initiatives were launched and these were factored into the planning. The NCRC accessed the following support:

- Job Retention Scheme - whereby the charity initially furloughed 39 of its 50 staff, with 80% of their salaries being met by Government and the balance met by the NCRC. The number of staff who were active varied throughout the year depending upon the level at which activities were permitted under the Covid regulations.
- Bounce Back Loans – the NCRC took out a £50,000 loan under the terms of this scheme.
- Retail, Hospitality and Leisure Grant – the NCRC received numerous grants under this scheme.
- Local Restriction Support Grant and Closed Business Support payment

In addition to the above funding, additional monies were received from a number of grant making trusts to support the NCRC's Covid 19 response. These grants directly funded the charity's food distribution, essential household goods service and support for vulnerable adults.

Sales income forecasts for the year were amended to reflect the impact of the lockdown and subsequently revised to include projected income when further restrictions were imposed. In total 37% (111 days) of the expected trading days were lost in the course of the year due to the closing of 'non-essential' business.

In more normal times, the various projects operated by the NCRC deliver a wide range of social and environmental benefits. As reported above, despite the impact of the Covid 19 pandemic, the charity accomplished a number of notable achievements during the year. Working in a series of partnerships with local authorities and voluntary sector organisations, the most notable being the West Berkshire Community Hub, achievements included:

- Meeting the demand for the provision of household goods by those in need and support for vulnerable people to engage in supported training and volunteering activities. We had 97,199 customer visits to our projects (a decrease of 29.64%), and supplied 22,580 individuals and families with essential household items (a decrease of 25.71%). 393 people were involved in training and volunteering opportunities over the course of the year of which 174 (45%) required varying levels of personal support. This large drop of 66% in the number of people engaged over the year was due the impact of the pandemic.
- During the reporting period we maintained the range of services provided to support vulnerable members of the communities we work in. This included sport and recreational opportunities in mainstream sports such as football and cricket. Football proved particularly popular (when allowed) amongst adults with learning disabilities who played as part of a team in a competitive league structure.
- We continued to maintain excellent partnerships with national and international furniture and household goods retailers. With the increase in online sales by these companies, we continued to receive a supply of surplus stock as well as customer returns. The goods received through these partnerships provide not only opportunities for volunteers to undertake accredited training in warehousing, furniture repair and construction, but also supported employment positions.

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- The NCRC provided supported employment opportunities to adults with learning disabilities and/or mental health issues using our 5 Step approach. This was supported with funding from West Berkshire Council until March and thereafter from NCRC's self-generated income. In common with all other activities, there was an overall reduction in the number of sessions delivered during the lockdown periods.
- We also continued to deliver a scheme aimed at overcoming social isolation for vulnerable members of the local community by enabling them to engage in the wide variety of activities delivered through our projects. Funding for this, which had previously been received from West Berkshire Council, was continued using self-generated income.
- The Essential Household Goods Scheme (EHGS) operated by the charity continued to provide a vital lifeline for those most in need, with demand for its services hugely increasing as a result of the pandemic.
- Whilst the NCRC has, for many years, provided a small number of emergency food parcels to families in need, the pandemic again drove a step change in demand and activity levels. Yet again building on existing partnerships with Fareshare and other food providers, the NCRC established hubs to distribute food through its Training and Community Support Project (T&CS) and the Community Furniture Project (Basingstoke).
- We continued to work with local schools, providing them with an enhanced alternative curriculum programme for young people outside of mainstream education due to behavioural or emotional problems. Pupils, all of whom are vulnerable, continued to attend throughout the lockdown periods.
- The Give and Take mentoring project run by T&CS continued to focus on intergenerational support between young and older males through delivery of alternative curriculum activities. The project remained in operation, albeit at a reduced level due to the restrictions.

The NCRC is wholly dependent on the hard work, dedication and commitment of its volunteers in carrying out its work in the community. People participate in NCRC volunteering and training activities for a wide range of reasons and motivations and therefore classifying the status of their involvement changes over time. As stated below, the relationship with many volunteers changed dramatically as a result of the pandemic. Staff had to provide on-going and personalised support to many volunteers who struggled with their mental health as a result of the fear and isolation they were experiencing.

During the reporting year, volunteers donated 52,275 hours of their time. This is a fall of 42.02% over the previous year due to the reduction in the number and range of activities that could be run due to Covid restrictions. The reduction was most pronounced in our work with schools and corporate volunteer groups.

We could not, of course, operate without the generosity of the Greenham Trust, the thousands of people who give us items for re-use and the many grant-making trusts, companies, organisations and individuals who, with their generous donations, enable us to provide a range of services that benefit those in need in our local community.

Community Furniture Project (Newbury)

The Project's much-used furniture and household goods re-use service, together with its lively volunteering opportunities, continued to operate despite the additional challenges. Our Project enables people to donate items knowing that they will be put to good use in helping others to improve their living conditions and benefiting the most vulnerable members of our local community.

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FOR THE YEAR ENDED 30 NOVEMBER 2020

During the year, we had 82,276 customer visits to the project, supplied 17,653 individuals and families with essential household items, received 7,483 donations and diverted 254.25 tonnes of material from landfill.

It has been a continuing theme since the creation of the project that the most vulnerable people assisted are those who are previously homeless and trying to set up home having secured accommodation, or else victims of domestic violence who are also trying to restart their lives, or people who, due to mental health issues, live chaotic lives. The arrival of the pandemic exacerbated the problems these people face even further. Staff and volunteers ensured that throughout the year, those in most urgent need were supported with the essential goods they needed in a timely, friendly and efficient manner. Many cases, including those who needed all items of furniture, electrical and household goods to set up home, had their needs met within an hour of the request being received.

Forty two people engaged in training and volunteering opportunities at the project, contributing a total of 8,132 hours of their time. Volunteers ranged in age from 14 to 91.

Case study – Tackling social isolation during lockdown

CFP Newbury has always been run like a family and welcomes volunteers from all walks of life. The team is made up of staff members and volunteers, several of whom face challenges such as chronic physical illness and serious mental health problems such as anxiety, depression, bipolar disorder and schizophrenia. Helping in the shop provides a safe, interesting and fun environment that distracts them from their mental and physical health challenges.

The lockdown periods this year have been especially difficult for these volunteers as with the closures of the shop, they lost their community, their structure and their sense of purpose. Many have been struggling with feelings of loneliness, isolation and depression.

Throughout the lockdowns, the CFP Project Manager has kept in regular contact with the volunteers, via phone calls and social media, to help them to feel connected and valued.

The Project Manager commented "On top of the day-to-day running of the shop, a large part of my role is supporting my staff and volunteers. After a year of lockdowns this part of my role is now even more important than ever. Together, every single volunteer helps to makes the Furniture Project the lively, interesting and cheerful place that we are known to be - and we all counting down the days until we can be back together and do what we do best."

The project continued to coordinate all the NCRC's logistics activities and Covid response within West Berkshire, including operating the EHGS scheme. In addition, it also managed and coordinated activities with the major furniture retailers that support the NCRC.

The EHGS Scheme operated by the project is the only recourse for assistance for those in our local community who are most in need of the essentials needed to set up and maintain a safe home. Due to the Covid 19 pandemic, the scheme saw a 330% increase in demand, leading to nearly 70% of the annual budget of £35,000 being expended within the first eleven weeks from the 1st of April 2020. The additional demand arose out of the increased number of homeless people being placed in permanent accommodation, victims of domestic violence being resettled, vulnerable elderly people being identified through food provision and families in financial distress. Additional funding of £40,559 was generously provided during the year through the Greenham Trust Coronavirus Emergency Fund.

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Sample cases of people and families assisted through the EHGS:

- *The partner of a young mother was killed in a road traffic accident at start of lockdown. Due to Covid 19, she was unable to get the usual support for herself or her children. She had lost his wage, and even with benefits, she was significantly worse off. She was supported with a cooker and fridge to replace items that had broken.*
- *A disabled lady (on PIP and Income Support) who also suffers from PTSD and has absences and seizures was supplied with a cooker as well as a divan bed (as the bed she had caused injuries when she had seizures).*
- *A young woman and her sister were being supported by Children's Services after they had fled domestic violence. They only had a king size mattress and a cot mattress, with which they slept on the floor. They were supplied with beds and bedroom furniture for their temporary accommodation.*
- *An unemployed young man who previously had been 'sofa surfing' and had no possessions beyond some clothing was equipped with the essential items needed to set up home in a flat.*
- *A single parent mother who had recently moved after being housed in temporary housing for just under three years was supported with beds and other furniture. Her children had great difficulty adjusting to the move just before the Covid crisis and subsequent lockdown. The mother's priority, naturally, was keeping the children fed and clothed, which had seen the family's old second-hand furniture finally literally fall part. The Covid crisis had resulted in additional anxiety and stress for the family as they were spending more time in their home. It was reported by the Social Worker that meeting this family's basic needs through the EHGS grant had provided a wealth of comfort during such difficult times.*
- *A gentleman who had been homeless on and off for a long time was being temporarily housed in a hotel due to Covid 19. He is in a wheelchair and has a number of disabilities. He was equipped with all items needed for him to take up a tenancy in a flat.*
- *A gentleman who had just come out of hospital into his own tenancy and had nothing except his clothes was supplied with all the items needed to make the premises into a home.*
- *We supported an older gentleman who has long-standing mental health issues and has suffered with anxiety and depression since childhood. He takes a lot of medication to combat this but this affects his level of ability to function. He also suffers sleeplessness, so takes medication to try and overcome this but this causes heavy sedation. He was sleeping on an old mattress on the bedroom floor so in support of trying to improve his sleeping conditions and hygiene, we supplied a bed, mattress and all bedding he required.*
- *We were asked to deliver a food parcel by a concerned neighbour, only to find the gentleman refusing the fresh, dairy and frozen items as he was unable to store or cook them because he did not have a cooker or fridge (or incidentally a washing machine). He only had a small microwave. The gentleman, who is in his 80s, has mental health issues and was initially reluctant to accept any assistance. We established who his care provider was, who informed us that although he wanted the items, he found it hard to make decisions. Following a series of 'chats' with NCRC staff, he agreed that it would be much better for him to have a properly equipped kitchen and not live on an almost exclusive diet of sandwiches. We continue to visit him weekly.*

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- *We supplied a young woman and her three children with all the items needed to set up a home as they moved from a hostel into a permanent home after three years.*
- *A young woman who had been 'sofa surfing' for many months secured a property through Housing Options and was supplied with all items needed to set up home.*
- *A woman with five children was supported in her move from a caravan into a two-bedroom property. Bunk beds were required due to the small space available to accommodate all the children.*
- *We supplied a couple with children with a cooker as the family was benefits-dependent as one partner had just been made redundant from the hospitality industry due to the impact of Covid.*

Through membership of the West Berkshire Community Learning Partnership and West Berkshire Learning Disability Partnership, we are able to contribute to a number of important local issues and deliver practical solutions.

Community Furniture Project (Basingstoke)

The Project, like the Newbury Project, provides practical support for people through furniture, household goods and appliance re-use, together with varied volunteering, supported volunteering and accredited training opportunities.

The Project had 14,923 customer visits through the door (previous year 34,759), supplied 4,927 individuals and families with essential household items (previous year 9,857), received 3,967 donations (previous year 5,428) and diverted 194 tonnes of material from landfill (previous year 271). From the beginning of the first lockdown, photos were taken of all the remaining stock. Customers were advised, via our Facebook page and notices on the front door of the shop, that if they called or emailed, we could send them the photos and provide a 'click and collect' service for purchases.

Eighty nine people engaged in training and volunteering opportunities at the Project over the course of the year. This was a massive reduction from the 442 who participated in the previous year. The introduction of the first lockdown coincided with the planned annual commencement of a large series of volunteering and training events. The majority of the volunteers who were scheduled to participate were required to self-isolate due to their vulnerability or were from schools who cancelled all external activities.

Those who were able to participate during the year did, however, including 50 volunteers with high support needs who undertook a range of training and volunteering roles such as furniture repair, warehouse operations, bicycle repair and retail activities. In total 10,349 hours of volunteering was undertaken during the year.

The Project has a strong focus on working with young people facing a range of personal challenges. As reported above, this was severely curtailed during the year due to the restrictions in place. Nonetheless, through a combination of remote and face-to-face sessions, we continued to provide accredited learning and employability support throughout the year. In all, despite the challenges, 13 volunteers were assisted back into employment. The project is largely delivered by volunteer mentors.

During the lockdowns we worked closely with local Housing Associations to support those most in need. This included furnishing a total of 16 flats, so that homeless people could be housed.

When restrictions allowed, the Youth Mentoring project continued to support vulnerable young people to engage in a range of activities, with by far the most popular being bicycle repair and maintenance. Participants also undertook accredited training in reupholstery, woodwork and electrical repair, supported by our team of dedicated and skilled volunteers.

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The mental health drop-in service, which provides opportunities for people with mental health issues seeking to move into volunteering, along with the Job Club to support people with disabilities, continued to operate, albeit with much of the support being provided remotely via WhatsApp groups.

Case study – Boosting the self-confidence of a vulnerable volunteer

PM has volunteered with CFP Basingstoke for over 10 years. He has a history of mental health problems and struggled to find a niche for himself at first but he always felt relaxed when he was volunteering there. He felt he was in the company of people who understood him.

The Coronavirus lockdowns have proved difficult for a lot of CFP Basingstoke's volunteers and PM was one of the volunteers the team were most concerned about.

At the beginning of the first lockdown period, PM started posting pictures of artwork he had painted on his Facebook page. He had only recently started to paint but his work showed a real talent.

Having been impressed by his work and with concern for his mental health in mind, CFP Basingstoke's Project Manager asked PM if he would like to paint a mural in the shop. He was very keen and was able to come and go as he pleased as the premises was empty during lockdown. His enthusiasm led to five murals being produced, each one depicting a different Basingstoke landmark. Images of the murals appeared on his Facebook page and slowly he began to get a few more commissions.

CFP Basingstoke provided PM with the opportunity to develop his new found skill and helped to promote him through their connections in the local area. As a result, PM has now been asked to paint a mural in the newly extended psychiatric hospital where he was once a patient. CFP Basingstoke has also offered to host an evening exhibition of his work as part of the next Basingstoke Arts Festival.

PM has found a new lease of life and his self-confidence has been boosted through his artwork. He has inspired other vulnerable volunteers to develop their artistic talents too. Several volunteers are painting pictures whilst shielding at home, which will be displayed in the canteen area of the shop when they are able to return.

The Project continued to participate in the FareShare scheme, operating as a hub for charities in Basingstoke and Deane by receiving weekly deliveries of surplus food from the FareShare operator in Southampton and distributing it to eight charities in the Borough. The Project also operates a fully equipped kitchen, which allows the preparation of fresh meals daily and training for many participants in the project in basic cookery skills. From the beginning of the first lockdown, the project supplied food parcels, initially for volunteers to help them self-isolate, but it then grew exponentially, with referrals being received from Housing Associations, schools and local councillors. A total of 257 people were being assisted each week during the height of the demand during the first lockdown. At the end of the reporting period, weekly food parcels were being provided for 139 individuals.

During the year we worked in partnership with a wide range of organisations, including the Basingstoke Consortium (Referral), Youth Offending Team (Referral), Community Payback Hampshire (Referral), The Prince's Trust (Referral), The Duke of Edinburgh Award Scheme (Referral), BCoT (Referral), BVA (Referral), Ashwood Academy (Referral), Dove House Academy (Referral), May Place (Referral), Learning Disability Team (Referral), Everest Community College (Referral), Vivid Housing Association, Sovereign Housing Association, Citizens Advice Bureau, Veolia, Serco, FareShare, Community RePaint, Supporting Families, YMCA Basingstoke, Hopkins Waste Management, Hampshire Reuse Forum, Advance Supported Housing, Wessex Christian Fellowship, Community Food Link Basingstoke, Elizabeth Fry (charity supporting women on license from prison), Two Saints, Environmental Projects and Waste Prevention Team and HCC, who utilised our programmes supporting young people, people with disabilities and the long term unemployed.

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We continued to work in partnership with the Environmental Departments of Basingstoke and Deane Borough Council and Hart District Council. The Project delivers access to reuse services for their residents, predominantly through the operation of a bulky white goods collection service in both Council areas. The service was suspended during the first lockdown, which led to a very large backlog having to be cleared. During subsequent lockdowns, the service continued on a strictly socially distanced basis.

Training and Community Support (T&CS)

T&CS, based at Bone Lane in Newbury, focuses on the delivery of services for adults with complex learning disabilities, people with mental health issues and young people not engaged in mainstream education. Services include opportunities for individuals to learn practical, transferable skills and build relationships in a flexible, supportive environment. We seek to inspire them to "think big" in terms of what they can achieve.

The Project continued to provide a range of opportunities for the most vulnerable members of our community to engage in supported volunteering. T&CS operates the woodwork, furniture, electrical and bicycle workshops that produce finished goods for the shop. In addition, T&CS also delivers a range of accredited training courses, including forklift truck training and cookery. Delivered in a supportive environment, these courses give opportunities to people who might not otherwise readily access training.

In response to demand, the project continued to provide a day service throughout the lockdowns. In addition, it also provided (and continues to do so) phone support for families and carers and runs online chat groups to keep supported volunteers engaged with their peers. As the first lockdown continued, what were initially two-hour sessions at T&CS were expanded to full days.

In addition, despite restrictions for most of the year, the Social Club, which project users can access, was in operation whenever possible. This is mainly an evening scheme and comprises of leisure activities such as playing darts (including competitive matches against our Basingstoke Project), cooking, going bowling, or to the cinema and combining activities/sports with healthy living ideas. The Project also runs two football teams that compete in the Berks, Bucks and Oxon Social Inclusion Football League as well as playing friendly matches against other local and regional teams.

Our participants are predominantly adults and young people (aged 14-19) with learning disabilities, adults with physical disabilities and adults with mental health issues. We work in partnership with organisations such as West Berkshire Training Consortium, West Berkshire Council's Adult Services team, local GP practices and schools to provide opportunities for these groups to participate in meaningful work experience, training and volunteering activities.

When and where appropriate, integration of the above groups is encouraged as it leads to a more rewarding and cohesive experience. It also assists understanding of many different peer groups. Support is provided based on an on-going assessment of an individual's requirements, with a focus on maximising independence. This may require 1:1 support on occasion (which we provide). In addition to the opportunities offered, the Project also operates transport that enables people to access the Project even from the most remote rural areas of the District, both during the day and for evening events.

As well as the wide range of supported volunteering and training activities, T&CS also delivered the ROAR and Pulling Together schemes (see below).

The **ROAR Project** supports people with learning and physical disabilities by engaging in countryside and environmental maintenance activities, such as footpath clearance. The ROAR group is responsible for keeping 96 footpaths across West Berkshire clear of litter and obstruction from encroaching hedges and trees. In addition, the team also operate a rapid response service for West Berkshire Council to clear instances of low volume fly tipping. The Project is widely acknowledged as an example of the positive impact people with very complex disabilities can have in their community when they are well supported by trained and experienced staff and volunteers. As with all activities, the group's activities were severely curtailed through most of the year.

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The **Pulling Together** user-led mental health group continued to provide a series of activities in different settings which enable people with mental health issues to take progressive steps towards returning to, or entering, a work environment. Activities are mostly member-led and include opportunities to engage in arts and crafts, sports activities, social events and basic cookery. These sessions benefit from the input of an NCRC Mentoring Officer. In addition, people are able to access all the other training opportunities offered by the NCRC. Thirty-three people with mental health issues engaged with us during the year.

The bicycle reuse project – **Rebike** - repaired and reused 346 bikes during the year. The project is entirely volunteer-run and as well as supporting volunteers with disabilities, it works with young people who have been excluded from school or require additional support outside mainstream schooling. The project also supports a number of schools by providing bikes to enable pupils from more remote areas to cycle to school, as well as bicycle maintenance training for junior school pupils. During the pandemic, a number of homeless people were placed in hotel accommodation by the local authority in order to isolate away from the centre of town. We supplied 32 of them with bicycles free of charge to enable them to access other services and appointments.

We are also an AITT Accredited Training and Examination Centre for Fork Lift Truck Operation which enables us to support trainees in their progression into work.

The **Give and Take** Project supports young men aged 14 to 24. The young participants can be broadly described as either being in PRUs, having been excluded from a Unit (and not accessing any form of education) or being supported by Home Education (as they suffer from severe anxiety). In essence, we deal with the bullies and the bullied. We also work with Young Offenders and those in foster care. Volunteer Mentors work alongside their younger colleagues to assist them in developing improved strategies for the conduct of their lives going forward. The 'typical' Mentor is aged 45 – 85 and is either a retired tradesman/professional or skilled enthusiast/hobbyist, with the younger Mentors usually long term unemployed and seeking to re-enter work.

The **Kitchenwise** training kitchen provided opportunities for volunteers and trainees to develop independent living skills by producing a range of nutritious meals throughout the week.

Participants in Kitchenwise also assisted in the running of the Newbury Toy Appeal which is run in partnership with Swift Couriers. Over 300 families were supplied with new Christmas presents generously donated by the public through collection points at local supermarkets.

As reported above, in response to the impact of the pandemic, the Training and Community Support Project established a hub to distribute food. Three forms of food support were offered:

- 1) Food parcels for individuals and families referred to us either by Statutory Agencies or the Voluntary Sector. We simply required that referrers confirm that the person/family was in need and that they had given permission for their contact number and address to be provided to us in order that we could call them directly. We then delivered a food parcel on the same day in most instances and then contacted the recipient weekly to establish if they required a further parcel.
- 2) Direct referrals from members of the public, either self-identifying or on behalf of another person/family. Support was provided as in (1) above. Where it was apparent that a person/family was in need of support beyond simply receipt of a food parcel, we contacted West Berkshire Council's Adult Social Care Department and relayed our concerns.
- 3) Food was received from a range of sources that we have worked with over the past five years through our Kitchenwise project, most notably Fareshare (which provided by far the bulk of goods distributed), Waitrose, Tesco, Aldi, M&S and the Co-op. The bulk of the food we distributed was sourced through Fareshare, supplemented by purchases when required. On occasion we received large volumes of dairy items along with other fresh produce (yoghurt, fruit juice, cheese, meat etc.). We made these surpluses available to other organisations and groups who were also distributing food. A proportion of what we received was in the form of catering packs, so it was best suited to projects which prepare meals (such as Fairclose, Loose Ends and the Soup Kitchen). In order to ensure that we could make best use of these items, we hired a freezer and a refrigerated trailer to supplement our existing storage capacity.

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We purchased a 3.5 tonne refrigerated vehicle in order to maximize the amount of fresh food collected from Fareshare. We were then able to deliver chilled food to other food distributors directly, thereby maintaining the cool chain.

We also distributed food from our Community Furniture Project in Basingstoke, which operates the Fareshare hub for the Borough. This food came from Southampton and usually consisted of different items to those received in Newbury. Stock was exchanged between Projects to ensure that we were able to provide the best possible range of food.

A number of people who were initially supported made new arrangements with friends and neighbours to support them with their shopping once the initial shortages were overcome. They were assured that should they have an immediate need, we would assist. This proved fortuitous as there were a number of cases where assistance was required in the short term when their 'helper' also fell into difficulties.

In response to a request from the West Berkshire Targeted Intervention Service, we made up a large number of craft kits for young children which were distributed regularly over a two-month period. We also supplied sunflower and tomato plants for them to grow on.

We supplied large amounts of textiles to local groups making scrubs and scrubs bags.

We continued to make weekly phone calls to each recipient to ask if they still required a food delivery or any other support. There remains a substantial number who identify as being in need and we are working with them and the original referral agency to agree a process that will move them on to a more sustainable way of securing their food needs. In many cases, this will be by supporting them directly through training so as to support their move in to employment and/or sign posting them to debt counselling and ensuring that they are in receipt of all benefits to which they are entitled.

A total of 813 people benefited directly. It cannot be determined how many people benefited from the food donated to other organisations but this can be reasonably estimated to be in excess of 500 people.

A total of 112 people engaged in volunteering and training activities; eighty-eight percent of participants had a disability. Volunteers contributed a total of 18,490 hours of their time in support of the work.

Growing 2gether

The Growing 2gether Project is based on a 1.5 ha site at Cottismore Park near Kingsclere. The site contains greenhouses, a polytunnel, raised beds, an orchard and a Wildlife Education Area. The project is supported by the Greenham Trust, which owns the site.

Growing 2gether functions primarily as a horticultural therapy and environmental education centre for adults and young people with learning disabilities, physical disabilities and mental health issues. It also functions as a food growing hub for all members of the local community, but in particular, children.

Despite the pandemic disruptions, the Growing 2gether Project was again very well supported by its volunteers, with 145 people engaging in training and volunteering opportunities at the Project over the course of the year. This included 44 volunteers with high support needs. No corporate volunteers attended as all planned days were cancelled either as a result of lockdown or companies cancelling all external events involving their staff. The volunteers donated a total of 15,305 hours of their time.

The project focuses in particular on working with vulnerable adults, children and families facing a range of complex challenges. 80 (55%) of the participants were under 16 years of age, with 44 of them requiring additional personal support. The project, whose activities follow the seasonality of horticulture, was greatly impacted by the restrictions in play during the year, not least in preventing planting during the spring growing season.

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2020

The **Nature Knowledge** project (supported by Basingstoke and Deane Borough Council) is run by our Education Officer, who is a trained Forest Schools teacher. The project offers sessions for local primary schools and children's groups, focusing on teaching children about nature and wildlife through outdoor play. One of the most popular elements of the outdoor experience provided through Nature Knowledge is observing, identifying and understanding life in an aquatic habitat using the man-made pond on site. It goes without saying that the number of sessions was greatly reduced.

The project also undertakes grounds maintenance at the New Greenham Business Park (a 114 acre site) and a number of other smaller sites around Newbury. This is undertaken in order to deliver opportunities for volunteers and trainees to undertake accredited training and develop a range of skills, including landscaping, site maintenance, arboriculture and basic mechanical plant maintenance. Unlike the majority of other activities, this continued uninterrupted throughout the year.

Staff and volunteers were very innovative in their pursuit of continuing the programme of growing seasonal fruit and vegetables, as well as plants and flowers. These are usually offered for sale at the NCRC's furniture projects, local markets and to visitors to the site. We also usually supply a small number of local village markets. With no possibility of running Open Days and all sales outlets closed, staff quickly designed and implemented a basic click and deliver service which enabled their customers to again enjoy flowers in their gardens. All items were delivered to the customers' front doors. The project also donated and delivered a large number of flowers for the residents of four WBC Care Homes to plant in their gardens

A large derelict greenhouse was removed and work commenced on replacing it with two smaller polytunnels and a deer-proof growing area.

RENEWAL Project

RENEWAL is based around the urban stretch of the river Lambourn in Newbury, including the Clay Hill and Turnpike wards, areas of Newbury with a high proportion of disadvantaged residents. The project aims to involve the local community in the history and ecology of the river by running a range of activities for local adults and children, including talks, guided walks, practical conservation tasks and training courses. There was a minimal level of activity throughout the year due to the river being flooded in the winter and then the lockdown disproportionately reducing volunteer numbers due to shielding requirements. A significant number of the volunteers are aged over 70.

The Project operates a Forest School at a six-acre wood at Shaw in Newbury which provides children with an education in the importance of biodiversity and wildlife for the future, using outdoor play and learning. This involves the children in habitat building, river dipping and the identification of wildlife as well as learning about environmental stewardship.

Summary of Achievements

| Supplying Household Goods 2019-2020 | Actual | Target | % of Target |
|-------------------------------------|--------|---------|-------------|
| Furniture donations accepted | 10,850 | 17,153 | 63% |
| Number of customer visits | 97,199 | 138,137 | 70% |
| Number of customers supplied | 22,580 | 30,394 | 74% |
| Total items reused | 37,230 | 54,292 | 69% |
| Tonnage reused/recycled | 448.41 | 661.00 | 68% |

* The average % of target achieved was 68.8% which is not greatly at variance to the target, given that trading was only possible on 63% of planned days.

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 NOVEMBER 2020

Volunteer Statistics 2019-20

Volunteer Descriptors

| Breakdown of Volunteers 2019-2020 | |
|--|------------|
| Regular Volunteers | 167 |
| Supported Volunteers | 96 |
| Supported Youth Volunteers | 96 |
| School Placements | 19 |
| Youth Offenders | 4 |
| Community Service | 5 |
| Work Experience 16+ | 3 |
| Total all sources | 390 |

Gender

| Gender | Total | % of Participants |
|---------------|--------------|--------------------------|
| Male | 242 | 62% |
| Female | 148 | 38% |
| Total | 390 | 100% |

Age

| Age group | Total | % of Participants |
|------------------|--------------|--------------------------|
| Under 16 | 113 | 29% |
| 16 - 24 | 47 | 12% |
| 25 - 49 | 113 | 29% |
| 50 - 64 | 78 | 20% |
| 65 and over | 39 | 10% |
| Total | 390 | 100% |

Disability

| Disability amongst all participants in last year | Total | % of Participants |
|---|--------------|--------------------------|
| Multiple Disability | 20 | 5% |
| Learning Disability | 116 | 30% |
| Physical Disability | 4 | 1% |
| Mental Health Issues | 54 | 14% |
| Total | 194 | 50% |

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED

(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2020

Partnership working

We maintain good working partnerships with a large number of statutory and private organisations, including West Berkshire Council, Basingstoke and Deane Borough Council, Hampshire County Council, Hart District Council, Reuse Network, Veolia Environmental Services, Sovereign Housing Group, Vivid Housing, West Berkshire Training Consortium, West Berkshire Mencap, The Greenham Trust, Newbury Town Council and Kingsclere Parish Council. These relationships enable us to extend the range of services we offer to everyone's benefit.

Carbon Reduction

Over the year, NCRC diverted 448.41 tonnes of items suitable for reuse or recycling that would have otherwise been destined for landfill. This has produced an estimated carbon credit of 1,243 tonnes of CO₂e.

(Based on figures supplied by the REalliance partnership with WRAP and Defra. Please note these do not include carbon savings from not having to remanufacture).

Financial Review

Incoming resources during the year increased by £86,794 (6.14%), with total resources expended increasing by £57,560 (4.10%), resulting in a surplus of £38,323 (2019: surplus of £9,089). 98.11% of total resources expended were direct costs of charitable activities in line with the objectives of the organisation.

The charity raised 62.75% of its income (£940,517) through primary purpose trading during the year with a £178,150 (16%) fall in income on the previous year due to closure of its trading activities under Covid regulations. Total income from donations and legacies received during the year increased by £5,620 (1.92%) to £299,065. A total £259,324 of Government grants related to the Covid pandemic were received. Cash and cash equivalents increased by £69,069.

In line with current legislation, the organisation contributes towards a Defined Contribution Pension Provision for all eligible staff. The organisation contributes 4%, with the employee contributing 3%. Should an employee wish to increase their contribution rate beyond this, the organisation will match fund up to a maximum of 6%.

The organisation also has obligations under a Final Salary scheme, from which it withdrew in 2010. As at the 30th November 2020, this stood at £56,114, which was the net value of the deficit reduction contributions payable under the agreement relating to the deficit. This was a reduction in the year of £9,706.

Reserves

The Trustees believe that the charity should hold financial reserves because:

- 1) It has no endowment funding and is entirely dependent for income upon donor funding and sales income from year to year which is inevitably subject to fluctuation; and
- 2) It requires protection against and the ability to continue operating despite catastrophic or lesser but damaging events.

The trustees believe that the minimum level of reserves should be equivalent to three months operating costs, costs of closure and costs of clearing leasehold obligations calculated and reviewed annually, and believe that the reserves should be built up to the desired level in stages consistent with the charity's overall financial position and its need to develop and maintain its charitable activities.

The free reserves, i.e. those not tied up in fixed assets and restricted funds, held at 30th November 2020, amounted to £107,252, whereas three months' expenditure (excluding depreciation) is £286,998.

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 NOVEMBER 2020

Fundraising

The NCRC limits fundraising activity to applications to funders who publically promote themselves as providers of grant support to charities. In order to ensure that such applications are not overly speculative, the organisation subscribes to a number of directories which provide updated information on active funders and the criteria they apply in availing support to applicants. The NCRC does not carry out direct marketing to individuals, but does accept donations freely offered by the public.

The charity is registered with the Fundraising Regulator and abides by the Code of Fundraising Practice.

Safeguarding

NCRC believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults, by a commitment to practice which protects them.

The NCRC provides staff and volunteers with on-going training and guidance on procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm.

The NCRC also has policies and procedures to deter those unsuitable to work with children and vulnerable adults, including an application process that takes up references and carries out DBS checks on staff and volunteers where applicable.

NCRC believes that the welfare of children, young people and vulnerable adults takes priority over the individual's right to confidentiality, and we have a duty to disclose abuse to the appropriate agency if deemed necessary, without consent. In these circumstances, the Confidentiality Policy as set out in the NCRC Code of Conduct together with NCRC data protection procedures, may be overridden.

The NCRC is subject to annual inspection by West Berkshire Council's Care Quality Team with a focus on safeguarding and the quality of care delivered by the NCRC to children, young people and vulnerable adults.

The trained and supported safeguarding lead for NCRC is Joe McKay, Project Manager, Training and Community Support Centre, NCRC.

Plans for future periods

The charity plans to continue the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements.

Other activities being developed in the coming year will include (subject to funding):

- Launching of a new project to be known as 'The Community Crew'. This will involve adults and young people with learning disabilities carrying out local environmental challenges in support of local communities. This has been an ambition for the past two years, but has been delayed due to the impact of the pandemic and has not yet attracted sufficient financial support to be launched. There remains an urgent need to support the cohort the project is aimed at.
- Developing a capacity within the Training and Community Support Project to deliver functional skills training, to support the wider training offer. Again, this was delayed in the past year due to suitable training courses not being available for staff.
- Further expanding our work with local schools to provide an enhanced alternative curriculum programme for young people outside of mainstream education because of behavioural or emotional problems. This also was delayed during the past year.
- Launching an online shop for both the Newbury and Basingstoke furniture projects.

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 NOVEMBER 2020

We are confident that despite the financial pressures, we will continue to offer the highest levels of service, performance and cost-effectiveness in the coming year.

COVID 19 – GOING FORWARD

Based on feedback received (by way of comment and awards), the charity is acknowledged by the communities it serves as having responded to the challenges of the pandemic in a timely, innovative and collaborative manner. Throughout the pandemic, the charity's continued delivery of day services to adults and young people with learning disabilities in a Covid-safe manner, and the Essential Household Goods Scheme, has been greatly appreciated by service users and their families.

In turn, this continuation of services resulted in financial support from local grant makers, local authorities and national funders who wished to support our work. This support, in addition to the wide range of statutory grants received, ensured that the charity remains in a financially healthy position.

Budgets and financial forecasts for income, expenditure and cash flows for the current year (2020 – 2021) have been developed to take account of a series of potential scenarios. At the time of preparing this report, the Government has announced its intention, subject to continued improvement of the situation, to allow 'non-essential' retail to reopen on the 12th of April.

The Board of Trustees has conducted a review of Going Concern considerations (based on advice and guidance as published in the Charities SORP Committee document "Implications of COVID-19 Control Measures and Financial Reporting" (23 March 2020)). Having conducted the review and having established a process of updating forecasts daily, the Board of Trustees is satisfied that the Charity is, and will remain, a Going Concern.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing the Trustees' 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 Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 NOVEMBER 2020

Disclosure of information to auditor

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditor is unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Auditor

The auditor, James Cowper Kreston, has indicated his willingness to continue in office. The designated Trustees will propose a motion reappointing the auditor at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:



John Unsworth 23 Apr 2021 15:35:43 BST (UTC +1)

J Unsworth
(Chair of Trustees)
Date: 23 April 2021

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED

Opinion

We have audited the financial statements of The Newbury Community Resource Centre Limited (the 'charitable company') for the year ended 30 November 2020 which comprise the Statement of Financial Activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 November 2020 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED (CONTINUED)

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED (CONTINUED)

Responsibilities of trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Michael Farwell MA DChA (Senior statutory auditor)

for and on behalf of

James Cowper Kreston

Chartered Accountants and Statutory Auditor

2 Communications Road

Greenham Business Park

Greenham

Newbury

Berkshire

RG19 6AB

Date: 28/04/2021

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 NOVEMBER 2020**

| | Note | Restricted funds 2020 £ | Unrestricted funds 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|------------------------------------|------|----------------------------------|------------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Donations and legacies | 4 | 293,395 | 5,670 | 299,065 | 293,445 |
| Charitable activities | 5 | - | 940,517 | 940,517 | 1,118,667 |
| Other income | 6 | 259,324 | - | 259,324 | - |
| Total income | | 552,719 | 946,187 | 1,498,906 | 1,412,112 |
| Expenditure on: | | | | | |
| Raising funds | 7 | - | 27,493 | 27,493 | 26,129 |
| Charitable activities | | 522,241 | 910,849 | 1,433,090 | 1,376,894 |
| Total expenditure | | 522,241 | 938,342 | 1,460,583 | 1,403,023 |
| Net income | | 30,478 | 7,845 | 38,323 | 9,089 |
| Transfers between funds | 16 | (16,441) | 16,441 | - | - |
| Net movement in funds | | 14,037 | 24,286 | 38,323 | 9,089 |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | 216,827 | 169,554 | 386,381 | 377,292 |
| Net movement in funds | | 14,037 | 24,286 | 38,323 | 9,089 |
| Total funds carried forward | | 230,864 | 193,840 | 424,704 | 386,381 |

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 25 to 43 form part of these financial statements.

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED

(A company limited by guarantee)

REGISTERED NUMBER: 3998851

**BALANCE SHEET
AS AT 30 NOVEMBER 2020**

| | Note | 2020 £ | 2019 £ |
|---|------|-----------------------|-----------------------|
| Fixed assets | | | |
| Tangible assets | 12 | 267,243 | 264,406 |
| Current assets | | | |
| Debtors | 13 | 137,312 | 154,970 |
| Cash at bank and in hand | | 225,481 | 156,412 |
| | | <u>362,793</u> | <u>311,382</u> |
| Creditors: amounts falling due within one year | 14 | (159,180) | (133,354) |
| Net current assets | | <u>203,613</u> | <u>178,028</u> |
| Total assets less current liabilities | | <u>470,856</u> | <u>442,434</u> |
| Creditors: amounts falling due after more than one year | 15 | (46,152) | (56,053) |
| Total net assets | | <u><u>424,704</u></u> | <u><u>386,381</u></u> |
| Charity funds | | | |
| Restricted funds | 16 | 230,864 | 216,827 |
| Unrestricted funds | 16 | 193,840 | 169,554 |
| Total funds | | <u><u>424,704</u></u> | <u><u>386,381</u></u> |

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



John Unsworth 23 Apr 2021 15:35:43 BST (UTC +1)

J Unsworth

(Chair of Trustees)

Date: 23 April 2021

The notes on pages 25 to 43 form part of these financial statements.

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 NOVEMBER 2020

| | Note | 2020 £ | 2019 £ |
|---|------|-----------|-----------|
| Cash flows from operating activities | | | |
| Net cash used in operating activities | 19 | 43,455 | 33,033 |
| Cash flows from investing activities | | | |
| Proceeds from the sale of tangible fixed assets | | 1,699 | - |
| Purchase of tangible fixed assets | | (26,085) | (42,942) |
| Net cash used in investing activities | | (24,386) | (42,942) |
| Cash flows from financing activities | | | |
| Cash inflows from new borrowing | | 50,000 | - |
| Net cash provided by financing activities | | 50,000 | - |
| Change in cash and cash equivalents in the year | | 69,069 | (9,909) |
| Cash and cash equivalents at the beginning of the year | | 156,412 | 166,321 |
| Cash and cash equivalents at the end of the year | 20 | 225,481 | 156,412 |

The notes on pages 25 to 43 form part of these financial statements

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

1. General information

The Newbury Community Resource Centre is a charity incorporated in England and Wales. The registered is The Community Furniture Project (Newbury), Unit F, Hambridge Road Industrial Estate, Bone Lane, Newbury, Berkshire, RG14 5SS.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Newbury Community Resource Centre Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

2.3 Going concern

The Trustees have considered the impact of the global Covid-19 pandemic on the ability of the charitable company to continue operating for the foreseeable future. This review has included considering the impact of the pandemic to the date of signing the financial statements and updating financial projections. Based on this review and taken together with existing financing facilities the Trustees believe that the financial statements have been prepared appropriately on the going concern basis.

2.4 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

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

On receipt, donated professional services and facilities are recognised on the basis of the value of the gift to the company which is the amount it 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.

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020

2. Accounting policies (continued)

2.4 Income (continued)

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

2.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefits to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the company to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

2.6 Grants received

Grants received in respect of capital or revenue expenditure have been included as income within the Statement of Financial Activities. An annual transfer to unrestricted funds is made in respect of depreciation of the grant over the estimated useful life of the asset.

2.7 Donated items

The charity operates by collecting donated furniture, household goods and appliances from local residents, which are then sold. Due to the nature of the items received it is difficult to quantify monetary value.

2.8 Tangible fixed assets and depreciation

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

2. Accounting policies (continued)

2.8 Tangible fixed assets and depreciation (continued)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

| | |
|--------------------------|-------------------------------|
| Improvements to property | - Straight line over 20 years |
| Orchard | - Straight line over 40 years |
| Rainwater Harvest | - Straight line over 5 years |
| Warehouse equipment | - Straight line over 5 years |
| Motor vehicles | - Straight line over 10 years |
| Office equipment | - Straight line over 3 years |
| Allotments | - Straight line over 5 years |
| Computer equipment | - Straight line over 3 years |
| Canteen | - Straight line over 5 years |

2.9 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.10 Debtors

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

2.11 Cash at bank and in hand

Cash at bank and 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.

2.12 Liabilities

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

2.13 Financial instruments

The company 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.

2.14 Taxation

The company is exempt from corporation tax on its charitable activities.

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

2. Accounting policies (continued)

2.15 Pensions

The company operates a defined benefit pension scheme. The scheme is a multi-employer scheme where it is not possible, in the normal course of events, to identify on a consistent and reasonable basis, the share of underlying assets and liabilities belonging to individual participating employers. Therefore, as required by FRS102 'Retirement and post-employment benefits', the company accounts for this scheme as if it was a defined contribution scheme. The company is under obligation to make payments to fund the deficit on the scheme, and as such the net present value of these contributions are recognised as a liability. Any change in the liability is recognised as an expense in the Statement of Financial Activities.

The company also operates a defined contribution pension scheme for those staff not eligible to join the Social Housing Pension Scheme. Contributions payable for the year are charged in the Statement of Financial Activities.

2.16 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

3. Critical accounting estimates and areas of judgment

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions:

The company makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Critical areas of judgment:

Tangible fixed assets

Tangible fixed assets are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. Residual value assessments consider issues such as the remaining life of the asset and projected disposal values.

Pensions

The present value of the Social Housing Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 22, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 30 September 2014 has been used by the actuary in valuing the pensions liability at 30 November 2020. Any differences between the figures derived from the roll forwards approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

4. Income from donations and legacies

| | Restricted funds 2020 £ | Unrestricted funds 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|--------------------|--|--|---------------------------------------|---------------------------------------|
| Donations | - | 5,670 | 5,670 | 14,312 |
| Grant making funds | 264,118 | - | 264,118 | 186,213 |
| Statutory grants | 29,277 | - | 29,277 | 92,920 |
| Total 2020 | <u>293,395</u> | <u>5,670</u> | <u>299,065</u> | <u>293,445</u> |
| Total 2019 | <u>245,966</u> | <u>47,479</u> | <u>293,445</u> | |

5. Income from charitable activities

| | Unrestricted funds 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|-------------------|--|---------------------------------------|---------------------------------------|
| Sales | 940,517 | 940,517 | 1,118,667 |
| Total 2019 | <u>1,118,667</u> | <u>1,118,667</u> | |

6. Other incoming resources

| | Restricted funds 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|-------------------|--|---------------------------------------|---------------------------------------|
| Government grants | 259,324 | 259,324 | - |

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

7. Expenditure on raising funds

Costs of raising voluntary income

| | Unrestricted funds 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|-------------------|--|---------------------------------------|---------------------------------------|
| Fundraising | 8,615 | 8,615 | 11,258 |
| Publicity | 18,878 | 18,878 | 14,871 |
| Total 2020 | <u>27,493</u> | <u>27,493</u> | <u>26,129</u> |
| Total 2019 | <u>26,129</u> | <u>26,129</u> | |

8. Analysis of expenditure by activities

| | Activities undertaken directly 2020 £ | Support costs 2020 £ | Total funds 2020 £ | Total funds 2019 £ |
|--------------------------------|--|---|---------------------------------------|---------------------------------------|
| Costs of charitable activities | 1,271,654 | 161,436 | 1,433,090 | 1,376,894 |
| Total 2020 | <u>1,271,654</u> | <u>161,436</u> | <u>1,433,090</u> | <u>1,376,894</u> |
| Total 2019 | <u>1,230,930</u> | <u>145,964</u> | <u>1,376,894</u> | |

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

8. Analysis of expenditure by activities (continued)

Analysis of support costs

| | Total funds 2020 £ | Total funds 2019 £ |
|--|-----------------------------|-----------------------------|
| Salaries and recruitment | 49,848 | 50,435 |
| Depreciation | 20,460 | 19,555 |
| Bad debt expense | 7,543 | - |
| Office expenses | 15,944 | 14,193 |
| Telephone expenses | 6,496 | 5,677 |
| Training and travel expenses | 4,473 | 7,328 |
| Bank charges | 4,152 | 4,544 |
| Premises expenses | 23,064 | 26,179 |
| Payroll fees | 3,433 | 2,479 |
| Legal and professional fees | 5,696 | 3,514 |
| Pension expenses | 6,092 | 6,255 |
| Profit / loss on disposal of fixed asset | 1,089 | - |
| Irrecoverable VAT | 5,536 | - |
| Governance costs | 7,610 | 5,805 |
| | <u>161,436</u> | <u>145,964</u> |

9. Auditor's remuneration

| | 2020 £ | 2019 £ |
|--|--------------|--------------|
| Fees payable to the company's auditor for the audit of the company's annual accounts | 4,400 | 3,448 |
| Fees payable to the company's auditor in respect of: | | |
| All non-audit services not included above | <u>3,210</u> | <u>2,357</u> |

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

10. Staff costs

| | 2020 £ | 2019 £ |
|-----------------------|----------------|----------------|
| Wages and salaries | 895,845 | 866,494 |
| Social security costs | 50,581 | 53,121 |
| Other pension costs | 30,454 | 30,490 |
| | <u>976,880</u> | <u>950,105</u> |

The average number of persons employed by the company during the year was as follows:

| | 2020 No. | 2019 No. |
|----------------------|-------------|-------------|
| Administration staff | 2 | 2 |
| Operational staff | 48 | 47 |
| | <u>50</u> | <u>49</u> |

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

| | 2020 No. | 2019 No. |
|-------------------------------|-------------|-------------|
| In the band £60,001 - £70,000 | 1 | - |

The remuneration and benefits received by key management personnel and trustees in the year totalled £244,617 (2019: £235,879 (restated)).

11. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 30 November 2020, no Trustee expenses have been incurred (2019 - £NIL).

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

12. Tangible fixed assets

| | Property improvements £ | Equipment £ | Motor vehicles £ | Horticultural equipment £ | Total £ |
|--------------------------|-------------------------------|----------------|------------------------|---------------------------------|----------------|
| Cost or valuation | | | | | |
| At 1 December 2019 | 220,184 | 60,306 | 116,058 | 108,415 | 504,963 |
| Additions | 5,506 | 2,345 | 15,624 | 2,610 | 26,085 |
| Disposals | (2,933) | (391) | (31,087) | - | (34,411) |
| At 30 November 2020 | <u>222,757</u> | <u>62,260</u> | <u>100,595</u> | <u>111,025</u> | <u>496,637</u> |
| Depreciation | | | | | |
| At 1 December 2019 | 59,744 | 56,101 | 54,806 | 69,906 | 240,557 |
| Charge for the year | 9,840 | 2,144 | 8,012 | 464 | 20,460 |
| On disposals | (1,145) | (391) | (30,087) | - | (31,623) |
| At 30 November 2020 | <u>68,439</u> | <u>57,854</u> | <u>32,731</u> | <u>70,370</u> | <u>229,394</u> |
| Net book value | | | | | |
| At 30 November 2020 | <u>154,318</u> | <u>4,406</u> | <u>67,864</u> | <u>40,655</u> | <u>267,243</u> |
| At 30 November 2019 | <u>160,440</u> | <u>4,205</u> | <u>61,252</u> | <u>38,509</u> | <u>264,406</u> |

13. Debtors

| | 2020 £ | 2019 £ |
|--------------------------------|----------------|----------------|
| Due within one year | | |
| Trade debtors | 110,574 | 104,219 |
| Other debtors | 832 | 1,082 |
| Prepayments and accrued income | 25,906 | 49,669 |
| | <u>137,312</u> | <u>154,970</u> |

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

14. Creditors: Amounts falling due within one year

| | 2020 £ | 2019 £ |
|------------------------------------|----------------|----------------|
| Bank loans | 50,000 | - |
| Trade creditors | 12,145 | 34,179 |
| Other taxation and social security | 18,392 | 17,535 |
| Pension liability | 9,962 | 9,767 |
| Other creditors | 7,221 | 8,148 |
| Accruals and deferred income | 61,460 | 63,725 |
| | <u>159,180</u> | <u>133,354</u> |

| | £ |
|--|--------------|
| Deferred income at 1 December 2019 | 49,538 |
| Resources deferred during the year | 7,019 |
| Amounts released from previous periods | (49,538) |
| | <u>7,019</u> |

15. Creditors: Amounts falling due after more than one year

| | 2020 £ | 2019 £ |
|-------------------|---------------|---------------|
| Pension liability | 46,152 | 56,053 |
| | <u>46,152</u> | <u>56,053</u> |

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

16. Statement of funds

Statement of funds - current year

| | Balance at 1 December 2019 £ | Income £ | Expenditure £ | Transfers in/out £ | Balance at 30 November 2020 £ |
|---|---------------------------------------|-------------------------|---------------------------|--------------------------|---|
| Unrestricted - general funds | 169,554 | 946,187 | (938,342) | 16,441 | 193,840 |
| Restricted funds | | | | | |
| Restricted Funds - other than fixed assets | 37,725 | 552,719 | (522,241) | (17,994) | 50,209 |
| Restricted Funds - held as fixed assets | 179,102 | - | - | 1,553 | 180,655 |
| | <u>216,827</u> | <u>552,719</u> | <u>(522,241)</u> | <u>(16,441)</u> | <u>230,864</u> |
| Total of funds | <u><u>386,381</u></u> | <u><u>1,498,906</u></u> | <u><u>(1,460,583)</u></u> | <u><u>-</u></u> | <u><u>424,704</u></u> |

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**NOTES TO THE FINANCIAL STATEMENTS
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16. Statement of funds (continued)

Statement of funds - prior year

| | Balance at 1 December 2018 £ | Income £ | Expenditure £ | Transfers in/out £ | Balance at 30 November 2019 £ |
|---|---------------------------------------|-------------------------|---------------------------|--------------------------|---|
| Unrestricted funds | | | | | |
| Designated funds | | | | | |
| Designated Funds - emergency operating reserve | 124,262 | - | - | (124,262) | - |
| General funds | | | | | |
| Unrestricted - general funds | 33,867 | 1,166,146 | (1,168,305) | 137,846 | 169,554 |
| Total Unrestricted funds | <u>158,129</u> | <u>1,166,146</u> | <u>(1,168,305)</u> | <u>13,584</u> | <u>169,554</u> |
| Restricted funds | | | | | |
| Restricted Funds - other than fixed assets | 59,089 | 245,966 | (234,718) | (32,612) | 37,725 |
| Restricted Funds - held as fixed assets | 160,074 | - | - | 19,028 | 179,102 |
| | <u>219,163</u> | <u>245,966</u> | <u>(234,718)</u> | <u>(13,584)</u> | <u>216,827</u> |
| Total of funds | <u><u>377,292</u></u> | <u><u>1,412,112</u></u> | <u><u>(1,403,023)</u></u> | <u><u>-</u></u> | <u><u>386,381</u></u> |

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

17. Summary of funds

Summary of funds - current year

| | Balance at 1 December 2019 £ | Income £ | Expenditure £ | Transfers in/out £ | Balance at 30 November 2020 £ |
|------------------|---------------------------------------|------------------|--------------------|--------------------------|---|
| General funds | 169,554 | 946,187 | (938,342) | 16,441 | 193,840 |
| Restricted funds | 216,827 | 552,719 | (522,241) | (16,441) | 230,864 |
| | <u>386,381</u> | <u>1,498,906</u> | <u>(1,460,583)</u> | <u>-</u> | <u>424,704</u> |

Summary of funds - prior year

| | Balance at 1 December 2018 £ | Income £ | Expenditure £ | Transfers in/out £ | Balance at 30 November 2019 £ |
|------------------|---------------------------------------|------------------|--------------------|--------------------------|---|
| Designated funds | 124,262 | - | - | (124,262) | - |
| General funds | 33,867 | 1,166,146 | (1,168,305) | 137,846 | 169,554 |
| Restricted funds | 219,163 | 245,966 | (234,718) | (13,584) | 216,827 |
| | <u>377,292</u> | <u>1,412,112</u> | <u>(1,403,023)</u> | <u>-</u> | <u>386,381</u> |

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

18. Analysis of net assets between funds

Analysis of net assets between funds - current period

| | Restricted funds 2020 £ | Unrestricted funds 2020 £ | Total funds 2020 £ |
|-------------------------------------|----------------------------------|------------------------------------|-----------------------------|
| Tangible fixed assets | 180,655 | 86,588 | 267,243 |
| Current assets | 50,209 | 312,584 | 362,793 |
| Creditors due within one year | - | (159,180) | (159,180) |
| Creditors due in more than one year | - | (46,152) | (46,152) |
| Total | 230,864 | 193,840 | 424,704 |

Analysis of net assets between funds - prior period

| | Restricted funds 2019 £ | Unrestricted funds 2019 £ | Total funds 2019 £ |
|-------------------------------------|----------------------------------|------------------------------------|-----------------------------|
| Tangible fixed assets | 179,102 | 85,304 | 264,406 |
| Current assets | 37,725 | 273,657 | 311,382 |
| Creditors due within one year | - | (133,354) | (133,354) |
| Creditors due in more than one year | - | (56,053) | (56,053) |
| Total | 216,827 | 169,554 | 386,381 |

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**NOTES TO THE FINANCIAL STATEMENTS
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Restricted funds

| | 1 Dec 2019 £ | Income £ | Expenditure £ | Transfers £ | 30 Nov 2020 £ |
|--|-----------------|----------------|------------------|-----------------|------------------|
| Basingstoke and Deane Borough Council | 11,819 | 83,954 | (84,520) | - | 11,253 |
| Basingstoke Voluntary Action | - | 2,500 | (1,877) | - | 623 |
| Berkshire Community Foundation | - | 4,490 | (4,490) | - | - |
| Calleva Foundation | - | 5,000 | (5,000) | - | - |
| Edward Goslin Trust | 5,000 | - | - | (5,000) | - |
| Englefield Trust | - | 1,000 | - | (1,000) | - |
| Football Association | 630 | - | (630) | - | - |
| Greenham Trust | 8,323 | 117,357 | (110,743) | (9,051) | 5,886 |
| Gerald Palmer Eling Trust | - | 500 | (500) | - | - |
| Get Berkshire Active | - | 5,957 | (5,957) | - | - |
| Hampshire County Council | 2,712 | 3,021 | (594) | (1,978) | 3,161 |
| HMRC Job Retention Scheme | - | 200,928 | (200,928) | - | - |
| James Wise Charitable Trust | - | 500 | (500) | - | - |
| Neighbourly | 800 | - | - | - | 800 |
| Newbury Town Council | 476 | - | - | - | 476 |
| Peter Baker Foundation | 5,000 | - | (5,000) | - | - |
| Reading Dispensary Trust | - | 1,406 | (1,406) | - | - |
| Sheepdrove Trust | - | 2,000 | (2,000) | - | - |
| Tesco | 1,000 | - | (1,000) | - | - |
| The Ammco Trust | - | 500 | (500) | - | - |
| The Miss W E Lawrence 1973 Charitable Settlement | 965 | - | - | (965) | - |
| The National Lottery Community Fund | - | 90,000 | (65,076) | - | 24,924 |
| VIVID | 1,000 | - | - | - | 1,000 |
| West Berkshire Council | - | 31,372 | (31,372) | - | - |
| Donations from Individuals | - | 2,234 | (148) | - | 2,086 |
| Restricted Fixed Assets | 179,102 | - | - | 1,553 | 180,655 |
| Total | <u>216,827</u> | <u>552,719</u> | <u>(522,241)</u> | <u>(16,441)</u> | <u>230,864</u> |
| Total 2019 | <u>219,163</u> | <u>245,966</u> | <u>(234,718)</u> | <u>(13,584)</u> | <u>219,163</u> |

Greenham Trust grants total £117,357. This includes £49,655 annual grant covering rent and services charges at the Growing 2gether Project, £17,635 grounds maintenance grant, £20,500 covering rent and service charges at Hambridge Road, and a number of smaller grants.

Basingstoke and Deane Borough Council grants total £83,954. This includes £17,204 was towards the Five Steps Plus project in Basingstoke, £16,750 towards the Countryside Knowledge & Skills in Basingstoke and £50,000 covid rates grants.

West Berkshire Council grants total £31,372. This includes £20,300 towards the Voluntary Sector Prospectus.

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A grant of £90,000 was received from The National Lottery Community Fund - Coronavirus Community Support Fund to cover costs related to the delivery of services to the local community which were usually met from sales income. The services were adapted to meet the changed needs of the community during the Covid 19 pandemic.

19. Reconciliation of net movement in funds to net cash flow from operating activities

| | 2020 £ | 2019 £ |
|--|---------------|---------------|
| Net income for the period (as per Statement of Financial Activities) | 38,323 | 9,089 |
| Adjustments for: | | |
| Depreciation charges | 20,460 | 19,555 |
| Loss on the sale of fixed assets | 1,089 | 2,232 |
| Decrease/(increase) in debtors | 17,658 | (6,651) |
| Increase/(decrease) in creditors | (24,369) | 17,573 |
| Pension liability movement | (9,706) | (8,765) |
| Net cash provided by operating activities | 43,455 | 33,033 |

20. Analysis of cash and cash equivalents

| | 2020 £ | 2019 £ |
|--|----------------|----------------|
| Cash in hand | 225,481 | 156,412 |
| Total cash and cash equivalents | 225,481 | 156,412 |

21. Analysis of changes in net debt

| | At 1 December 2019 £ | Cash flows £ | At 30 November 2020 £ |
|--------------------------|-------------------------------|-----------------|--------------------------------|
| Cash at bank and in hand | 156,412 | 69,069 | 225,481 |
| Debt due within 1 year | - | (50,000) | (50,000) |
| | 156,412 | 19,069 | 175,481 |

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22. Pension commitments

The company participates in the scheme, a multi-employer scheme which provides benefits to some 500 non-associated employers. 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 Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes 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 with an effective date of 30 September 2014. This actuarial valuation was certified on 23 November 2015 and showed assets of £3,123m, liabilities of £4,446m and a deficit of £1,323m. To eliminate this funding shortfall, the trustees and the participating employers have agreed that additional contributions will be paid, in combination from all employers, to the scheme.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2011; this valuation was certified on 17 December 2012 and showed assets of £2,062m, liabilities of £3,097m and a deficit of £1,035m. To eliminate this funding shortfall, the trustees and the participating employers have agreed that additional contributions will be paid, in combination from all employees, to the scheme.

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.

Present value of liability

| | 2020 £ | 2019 £ |
|----------------------------|---------------|---------------|
| Present value of liability | 56,114 | 65,820 |
| | <u>56,114</u> | <u>65,820</u> |

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Deficit contribution schedule

| | 2020 £ | 2019 £ |
|--------------|---------------|---------------|
| Year 1 | 9,962 | 9,767 |
| Year 2 | 10,161 | 9,962 |
| Year 3 | 10,365 | 10,161 |
| Year 4 | 10,572 | 10,365 |
| Year 5 | 10,783 | 10,572 |
| Year 6 | 9,154 | 10,783 |
| Year 7 | - | 9,154 |
| Total | 60,997 | 70,764 |

Reconciliation of opening and closing provision

| | 2019 £ | 2019 £ |
|--|---------------|---------------|
| Provision at start of period | 65,820 | 74,585 |
| Unwinding discount factor (interest expense) | 61 | 554 |
| Deficit contribution paid | (9,767) | (9,319) |
| Total | 56,114 | 65,820 |

Income and expenditure impact

| | 2020 £ | 2019 £ |
|------------------|-----------|------------|
| Interest expense | 61 | 554 |
| Total | 61 | 554 |

Assumptions

| | 2020 % | 2019 % |
|------------------|-----------|-----------|
| Rate of discount | 1.03 | 1.04 |

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 NOVEMBER 2020**

23. Operating lease commitments

At 30 November 2020 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

| | 2020 £ | 2019 £ |
|--|---------------|----------------|
| Not later than 1 year | 40,950 | 41,895 |
| Later than 1 year and not later than 5 years | 20,475 | 61,425 |
| | <u>61,425</u> | <u>103,320</u> |

In addition to the above leases the charity has the following leases that are funded by grants received from the Greenham Trust:

The charity has a joint lease at Cottismore. The annual rent and service charge of the premises of approximately £49,485 are met in full by the Greenham Trust.

The charity has a lease at Unit F Hambridge Road Industrial Estate. The annual rent and service charge of the premises of approximately £20,500 are met in full by the Greenham Trust.

24. Related party transactions

There were no related party transactions in the year.

25. Controlling party

The trustees as a body administer the charitable company in accordance with the Memorandum and Articles of Association, therefore there is no single controlling party.

THE NEWBURY COMMUNITY RESOURCE CENTRE LIMITED**(A company limited by guarantee)****INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 NOVEMBER 2020**

| | 2020 £ | 2020 £ | 2019 £ | 2019 £ |
|--|-----------|------------------|-----------|------------------|
| Income resources | | | | |
| Donations and other income | 5,670 | | 14,312 | |
| Grants receivable | 293,395 | | 279,133 | |
| Sales | 940,517 | | 1,118,667 | |
| Government grants | 259,324 | | - | |
| | | 1,498,906 | | 1,412,112 |
| Less: Resources expended | | | | |
| Fundraising | 8,615 | | 11,258 | |
| Publicity | 18,878 | | 14,871 | |
| Wages as attributable to support costs | 49,848 | | 50,435 | |
| Premises expense | 23,064 | | 26,179 | |
| Telephone | 6,496 | | 5,677 | |
| Office expenses | 15,944 | | 14,193 | |
| Bad debt expense | 7,543 | | - | |
| Cost of trading activities | 1,271,654 | | 1,230,010 | |
| Bank charges | 4,152 | | 4,544 | |
| Professional fees | 3,433 | | 2,479 | |
| Training and travel | 4,473 | | 7,328 | |
| Depreciation | 20,460 | | 19,555 | |
| Legal and professional fees | 5,696 | | 3,514 | |
| Pension expenses | 6,092 | | 6,255 | |
| Accountancy | 3,210 | | 3,377 | |
| Auditors' remuneration | 4,400 | | 3,348 | |
| Profit / loss on disposal of fixed asset | 1,089 | | - | |
| Irrecoverable VAT | 5,536 | | - | |
| Total resources expended | | 1,460,583 | | 1,403,023 |
| Net income for the year | | 38,323 | | 9,089 |