

**Bedworth Heath Community Centre Ltd
(Company Limited by Guarantee)**

Year ended 31 March 2021

Company Number: 4781921
Registered Charity number: 1105382

Report of the Directors and Financial Statements

Bedworth Heath Community Centre Ltd
(Company Limited by Guarantee)

Year ended 31 March 2021

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**Bedworth Heath Community Centre Ltd
(Company Limited by Guarantee)**

Year ended 31 March 2021

Director's Report (incorporating the Trustees' Annual Report)

The Management Committee presents its report and audited financial statements for the year ended 31 March 2021.

Reference and Administrative Information

Charity Name: Bedworth Heath Community Centre Ltd

Charity Registration Number: 1105382

Company Registration Number: 4781921

Registered Office and
Operational Address: 181, Smorrall Lane
Bedworth,
Warwickshire,
CV12 0JP.

Management Committee

Mrs M Dix	Secretary
Mrs C Davies	Treasurer
Mrs C Robson	Chair
Mr M Dix	
Mrs H Adlington	
Mrs L Walsh	
Mrs J Whitehouse	

Independent Examiners

Paula Wilson MAAT
2 Hickman House, Hickman Road
Galley Common, Nuneaton
Warwickshire, CV10 9NQ

Bankers

NatWest
Nuneaton Branch
1 Market Place
Nuneaton
CV11 4YY

Solicitors

Cocks Lloyd Solicitors,
Riversley House,
Coton Road,
Nuneaton,
CV11 5TX

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**Director's Report (incorporating the Trustees' Annual
Report) continued**

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 31st August 2004 and registered as a charity on 9th August 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.00

Recruitment and Appointment of Management Committee

The Reporting period of 1st April 2020 - 31st March 2021 was entirely within the Coronavirus Pandemic. During the period covered by this report there were no resignations. The Chair, Secretary and Treasurer remained in post. Two volunteers began to attend Trustee meetings with a view to completing their three months' probationary period; unfortunately, the Centre was closed and Trustee meetings stopped. There are seven members of the management committee, with the two potential recruits planning to attend meetings when they restart in April 2021 as Covid restrictions start to relax. This will bring the Trustee number to nine.

Bedworth Heath Community Centre is well established in the area and during normal years actively seeks new Management Committee members from the local area who are aware of the needs and diversification of the community. To enhance the potential pool of committee members the centre has through its website and internal notice boards sought to identify local people in the community to become members and use their own experience to assist the charity. In addition, notices are placed within the local area using the local Library and Warwickshire CAVA and their networks. Also local social media pages have been used.

In the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Management Committee. These strategies were starting to yield results as we work towards a target of ten directors.

Trustee Induction and Training

New members each attend meetings a minimum three-month period, or longer depending on the timing of the AGM. They are then appointed provisionally for twelve months during which time they are encouraged to

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**Director's Report (incorporating the Trustees' Annual
Report) continued**

take an active role within the centre to familiarise themselves with the charity and the context within which it operates. New members undergo a DBS check as soon as appointed, rather than after 12 months as it was previously.

Organisational Structure

Bedworth Heath Community Centre has a Management Committee made up of seven volunteer members from a variety of professional, business and community backgrounds, who meet monthly. Additional extraordinary meetings can be called by any Trustee, with the agreement of the Chair when the situation arises. Two non-voting attendees at most meetings represent Centre Users. During the year a representative from the St Michael's Children's Centre has attended to discuss plans for the new Centre; the volunteer Shop manager has also attended when relevant. The meeting is always open for representatives from the County Council development worker and local county councilors who act in an advisory capacity to BHCC Trustees.

Related Parties

Although the Centre is independently run we maintain close links with local partners

St Michael's Children's Centre - Child care and support including hosting Health Visitor and Mid wife appointments.

CAVA - County Volunteer organisation

WCC Community Development - County wide Network of Community sector

Risk Management

During March 2020 the Coronavirus pandemic presented an unanticipated threat to the Community Centre.

At the start of the financial year 2020-2021 the Centre had been forced to close completely, all activity had stopped. The four, part time staff had been furloughed using the government job retention scheme that paid 80% of salaries. Staff remained on either full time or part time furlough, for the whole of the finance year, with furlough funding available to support gradual return to full time opening up to September 2021.

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Physical risks to the closed building were minimized with actions taken by staff and trustees.

The date of reopening was unknown and changed frequently as government policy changed.

Trustees stayed in touch with each other, and staff via text, email, telephone, and occasional face to face meetings when allowed.

At the start of the first lockdown March 2020 the Covid Business grant of £25,000 was received. A Lottery grant of £1750 was also secured to cover the costs of becoming a Covid Secure venue.

Risk Assessments and Covid Control measures were put in place for all spaces and activities. All groups were required to sign additional commitments to operating in a Covid secure manner, and to complete and submit their own Risk Assessments.

In March 2021 a claim was made for a second Covid Business grant, with the outcome awaited. A small grant of £200 was received from WCC, this was used to develop the garden area giving the centre a much needed outdoor space where Covid secure activities would be possible.

At the close of the year March 2021 the Centre's finances were in a good position, having maintained a six months' contingency in reserve.

To date there were no reported outbreaks of Covid 19 connected with the Centre.

Current Government policy is to allow partial openings on 12th April, and 17th May, and to finally to remove Covid restrictions by 21st June.

However, the longer the closure continues the greater the risk to the Centre's operation. It is estimated that the centre might need six months or more after opening to get back to a sustainable financial position. It is not known how many of the regular groups will be in a position to re start, or whether government rules will be in place to control the number of people who can meet together for an activity.

The Trustees will continue to investigate all sources of grants and additional funding to support the Community work.

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Director's Report (incorporating the Trustees' Annual Report) continued

All Risk factors, and ways to control the risks will continue to be reviewed. The Health and Safety of staff, volunteers and community users will be the major consideration when decisions are made. All guidance on operating in a Covid secure way will be followed. Social Distancing will have implications on group sizes and viability.

Objectives and Activities

The Centre's objectives and principal activities are:

1. To act for the benefit of the inhabitants of Bedworth Heath and its environs by associating with local authorities, voluntary organisations and inhabitants in a common effort to advance education, to promote good health, to provide facilities for recreation and leisure time occupations for all in the interests of social welfare, to promote the health of the elderly and those with disabilities and to promote racial harmony.
2. To maintain, manage and improve the facilities of the Centre for activities promoted by the Charity and associated bodies and to trade and carry on any other business which in the opinion of the Directors may directly or indirectly enhance the profitability of the Charity in furtherance of the above objects.

The plan is to re start the Centres normal activities when permitted. No developments were possible in the finance year 2020-21. It will be important to consult with the Community to identify needs and to adapt to any changes brought about by the Covid pandemic lockdowns.

During periods when the centre was allowed to open Volunteers continued to play a vital role in the running of the Centre. The Shop when opened was well supported and staffed by volunteers.

The management committee is staffed by volunteers who manage the day to day running of the centre.

The Centre also employs two part-time administrators and two part -time caretakers.

Funding to achieve our objectives is generated via self-organised fundraising and grant awarded monies. The centre does not have any outside investments; any monies generated are re-invested back into the Charity.

Achievements and Performance

**Bedworth Heath Community Centre Ltd
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**Director's Report (incorporating the Trustees' Annual
Report) continued**

During a difficult year of closures volunteers have remained committed to support the Centre when any activity was possible.

Staff have been consistently flexible and willing to adapt their hours of work and tasks needed as changes were announced.

Trustees, themselves volunteers, are very grateful to each person who has been willing to do what ever has been needed to keep the centre ready to open in whatever way that has been allowed variously over the year.

March 23rd **2020** 1st Lockdown the Centre closed

August 3rd the centre shop had limited opening Mondays & Tuesdays
Physio had limited opening, 4 groups returned

September 14th Rule of 6 more groups

September 17th opening extended to Monday, Tuesday Thursday Friday
Saturday

November 4th 2nd Lockdown, Centre closed

November 27th Tier 3 Area announced Shop Physio and 2 groups reopened
Monday, Thursday, Friday.

December 23rd closed for Christmas

January 11th **2021** Tier 4 announced followed by 3rd Lockdown; Physio and
office open only on Mondays

March 11th Children's Centre opened Mondays only

Having secured £25,000 of government funding the Trustees decided to use some of this money to support both our established and new groups. This was done by giving free room hire for 4 weeks, followed by 50% discount for the following 4 weeks.

Financial Review

We will continue to plan and develop services with the aid of sound financial management and support from staff and volunteers.

Principal Funding Sources

**Bedworth Heath Community Centre Ltd
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Director's Report (incorporating the Trustees' Annual Report) continued

The Community Centre had very limited opportunity to raise funds from the community shop and from short and long term letting of offices and rooms to local groups and small business.

We continued to promote the Centre and its commercial activities and groups where possible.

The financial position of the Centre was secured through government grants and Furlough payments.

At the start of the first lockdown March 2020 the Covid Business grant of £25,000 was received. A Lottery grant of £1750 was also secured to cover the costs of becoming a Covid Secure venue.

Risk Assessments and Covid Control measures were put in place for all spaces and activities. All groups were required to sign additional commitments to operating in a Covid secure manner, and to complete their own Risk Assessments.

In March 2021 a claim was made for a second Covid Business grant, with the outcome awaited. A small grant of £200 was received from WCC, this was used to develop the garden area giving the centre a much needed outdoor space where Covid secure activities would be possible.

Plans for the Future

Everyone at the Centre is looking forward to April 12th 2021 when the Shop can open and Children's activities can restart.

May 17th when Adult activities can open

June 21st when the plan is that all restrictions will be removed

The funds available to the centre from our normal activities were halted in March 2020 by the coronavirus pandemic. The Treasurer and Chair continue to investigate grant opportunities. The centre has used the Government Job Retention (Furlough) Scheme to support staff salaries, and will be seeking other grants to support the regeneration of the centre.

The business structured approach adopted in recent years has built a solid base to support the Centre during this time of uncertainty.

It is anticipated that using funding available from government will allow the centre to reopen gradually.

A recovery plan will be needed, probably over a further six months where it is anticipated activity income will be limited.

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Director's Report (incorporating the Trustees' Annual Report) continued

The aim will be to continue to

- Ensure that the Centre provides effective, efficient, inclusive and economically appropriate services required by the community for the community.
- Undertake liaison, consultation and development work within the community, and with current and potential group organisers, and work with funding sources, partner organisations in the community, the public and private sectors in Bedworth Heath to maintain the right balance of facilities and activities and secure the future of the centre.

Responsibilities of the Management Committee

Members of the Management Committee, who are Directors for the purpose of company law, who served during the year and up to the date of this report, are set out on Page 2. The members of the Management Committee are responsible for preparing the Trustees' report and the financial statements in accordance with applicable United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date, and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent
- state whether applicable U.K. Accounting Standards 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 assume the company will continue on that basis.

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to

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**Director's Report (incorporating the Trustees' Annual
Report) continued**

ensure that the financial statements comply with the Companies Act 1985. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Management Committee are aware:

- there is no relevant information of which the company's independent examiner is unaware; and the Management Committee have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish the independent examiner is aware of that information

This report has been prepared in accordance with the special provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approval

This report was approved by the Management Committee on _____ and signed on its behalf by:

Ms C. Robson (Chair)

Date:

**Independent Examiner's Report to the Management
Committee of
Bedworth Heath Community Centre
(Company Limited by Guarantee)
the year ending March 31st 2021**

I report on the accounts of the company, which are set out on pages 12 to 17.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section

**Independent Examiner's Report to the Management
Committee of
Bedworth Heath Community Centre
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the year ending March 31st 2021**

396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)

- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Signed _____

Date _____

Paula Wilson MAAT

**Bedworth Heath Community Centre
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Statement of Financial Activities

the year ending March 31st 2021

				<i>2021</i>	<i>2020</i>
	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
Incoming resources					
Grants & Donations	2	25,000	24,266	49,266	1,000
Centre Hire		10,505	-	10,505	51,683
Children's Centre Lease		2,156	-	2,156	6,406
Shop		3,589	-	3,589	24,592
Parties		-	-	-	2,351
Fundraising		71	-	71	7,102
Miscellaneous		370	-	370	926
Children's Centre Refurbishment		-	-	-	-
Total incoming resources		<u>41,691</u>	<u>24,266</u>	<u>65,958</u>	<u>94,060</u>
Resources expended					
Rates		891	-	891	1,368
Water Rates		-	-	-	-
Light & Heat		3,345	-	3,345	6,669
Property Repairs and Maintenance		1,296	-	1,296	6,873
Salaries	6	10,956	19,541	30,497	47,574
Telephone		752	-	752	1,127
Stationery & Printing		1,452	-	1,452	2,907
Insurance		3,092	-	3,092	3,071
Sundries		2,062	300	2,362	6,601
Cleaning & Refuse		477	1,725	2,202	1,644
Accountancy		400	-	400	400
Funded Projects		-	-	-	-
Depreciation - Leasehold Property	3	-	2,127	2,127	2,127
Depreciation - Equipment	3	<u>1,870</u>	<u>861</u>	<u>2,731</u>	<u>4,432</u>
Total resources expended		<u>26,591</u>	<u>24,554</u>	<u>51,146</u>	<u>84,792</u>
Net incoming/(outgoing) resources		15,100	(288)	14,812	9,268
Total funds brought forward		58,871	66,749	125,619	116,352
Transfers between funds		-	-	-	-
Total funds carried forward		<u>73,971</u>	<u>66,461</u>	<u>140,431</u>	<u>125,619</u>

**Bedworth Heath Community Centre
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Balance Sheet

As at March 31st 2021

	Note	2021 £	2020 £
<i>Fixed assets</i>			
Tangible assets	3	<u>77,123</u>	<u>81,981</u>
		77,123	81,981
<i>Current assets</i>			
Prepayments	5	1,031	1,030
Cash at bank and in hand		<u>62,945</u>	<u>43,424</u>
Total current assets		63,976	44,454
<i>Liabilities</i>			
Creditors - amounts due within one year	4	(667)	(815)
Grants in advance		<u>-</u>	<u>0</u>
Net current assets		<u>63,309</u>	<u>43,639</u>
Net Assets		<u>140,431</u>	<u>125,619</u>
Represented by			
Unrestricted funds		72,571	57,471
Designated funds		1,400	1,400
Restricted funds		<u>66,461</u>	<u>66,749</u>
Total Funds	7	<u>140,431</u>	<u>125,619</u>

Exemption from audit

For the year ending 31st March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The directors declare that they have approved the accounts above.

Signed on behalf of the company's directors:

**Bedworth Heath Community Centre
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Balance Sheet

As at March 31st 2021

Signed: _____
Ms C Robson, Chair

Dated: _____

**Bedworth Heath Community Centre
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Notes to the Accounts
For the year ended March 31st 2021**

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts and with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

Incoming resources

All material incoming resources have been included on a receivable basis - i.e. they are included if the date receivable falls within the period covered by these accounts.

Resources expended

These have been analysed using a natural classification.

Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful lives at the following rates The rates applicable are:

Office equipment - 25%straight line
Refurbishment Costs - 25% straight line
Leasehold property - over the term of the lease

2. Grants & donations

**Bedworth Heath Community Centre
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Notes to the Accounts
For the year ended March 31st 2021**

	<i>2021</i>	<i>2020</i>
	£	£
WCC - Grant for Exterior Repaint	-	1,000
Job Retention Scheme	19,541	-
NBBC - Covid 19 Grant	25,000	-
Covid 19 Response Grant	1,725	-
CCC Active Lives	3,000	-
	<u>49,266</u>	<u>1,000</u>

**Bedworth Heath Community Centre
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Notes to the Accounts (continued)
For the year ended March 31st 2021**

3. Fixed Assets

	<i>Leasehold Land & Buildings</i>	<i>Fixtures & Fittings</i>	<i>Total</i>
Cost	£	£	£
At 1 April 2020	106,348	41,250	147,598
Additions	-	-	-
Disposals	-	-	-
At 31 March 2021	106,348	41,250	147,598
Depreciation			
At 1 April 2020	31,905	33,713	65,618
Disposals	-	-	-
Charge this period	2,127	2,731	4,858
At 31 March 2021	34,032	36,444	70,476
Net bookvalue			
At 31 March 2021	72,316	4,806	77,123
At 31 March 2020	74,443	7,537	81,981

4. Creditors

	<i>2021</i>	<i>2020</i>
	£	£
Accounts	400	400
HMRC & Pension Costs	267	415
	667	815

5. Prepayments

	<i>2021</i>	<i>2020</i>
	£	£
Insurance	1,031	1,031
	1,031	1,031

6. Staff costs and numbers

**Bedworth Heath Community Centre
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Notes to the Accounts (continued)
For the year ended March 31st 2021**

Staff costs were as follows:

	2021	2020
	£	£
Wages	28,931	46,006
Social Security Costs	1,435	1,434
Pension Costs	131	135
	<u>30,497</u>	<u>47,575</u>

The Centre received £1,352.16 employer's relief for National Insurance.

No employee received emoluments of more than £60,000.

The average weekly number of employee during the year analysed by function was as follows:

	2021	2020
Administration	2	
2		
Caretaking	2	
2		

7. Movements in funds

	Opening balance £	Incoming resources £	(Resources expended) £	Transfers £	Closing balance £
Unrestricted funds	57,471	41,691	(26,591)	-	72,571
Designated funds	<u>1,400</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,400</u>
	<u>58,871</u>	<u>41,691</u>	<u>(26,591)</u>	<u>-</u>	<u>73,971</u>
Restricted funds					
Capital Projects	66,749	-	(2,988)		63,761
Other	<u>-</u>	<u>24,266</u>	<u>(21,566)</u>		<u>2,700</u>
	<u>66,749</u>	<u>24,266</u>	<u>(24,554)</u>	<u>-</u>	<u>66,461</u>
Total Funds	<u>125,619</u>	<u>65,957</u>	<u>(51,145)</u>	<u>-</u>	<u>140,431</u>

**Bedworth Heath Community Centre
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Notes to the Accounts (continued)
For the year ended March 31st 2021**

8. Trustees' remuneration, benefits and expenses

Trustees received no expenses, remuneration or benefits in this period.

9. Related party transactions

There were no related party transactions during the year.

10. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £400.

11. Annual commitments under operating leases

The company has a lease for premises at a rate of £45 per annum.

	2021	2020
	£	£
Operating leases which expire:		
Within 1 year	45	45
Within 2 - 5 years	180	180
Over 5 years	1,395	1,440
	1,620	1,665