

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

Year ended 31 March 2023

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 2023

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

Year ended 31 March 2023

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

The Management Committee presents its report and audited financial statements for the year ended 31 March 2023.

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 H Aldington	Secretary
Ms C Davies	Chair
Ms C Robson	Treasurer
Mrs L Walsh	
Mr B Jones, appointed 04.10.2022	
Mrs J Whitehouse, resigned 04.10.2022	
Mrs M Dix, resigned 04.10.2022	
Mrs J Speers, resigned 04.10.2022	

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

**Bedworth Heath Community Centre Ltd
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Year ended 31 March 2023

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 We intend to make amendments to our written constitution and articles during the next financial year to modernise the language, acknowledge changes and diversification of our community, prioritise the challenges they currently face and ensure they accurately reflect the services and management structure we currently adhere to.

Recruitment and Appointment of Management Committee

During the period covered by this report the Chair, Treasurer and Secretary remained the same. However, it was with great sadness that at the AGM we accepted the resignation of Mrs Maureen Dix, our longest serving, much loved and respected former secretary and trustee. In addition, Mrs J Speers, our shop manager and Mrs Julie Whitehouse also resigned. We appointed Mr Barry Jones as a new trustee and Lauren Walsh also remained in position. Recruitment within our area has been an ongoing struggle with regards to trustees, despite our flourishing and increasing number of other volunteers that work in the shop, stockroom and help at our events. Our priority for the coming year will be to try to understand, incentivise and encourage a more diverse and greater number, of trustees specifically, while maintaining the level of existing volunteers.

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. The impact of the pandemic has made recruiting trustees particularly difficult, however we have two potential trustees in their probationary period who we have strategically recruited to help fill gaps that we found during our annual skills review.

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Year ended 31 March 2023

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

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 take an active role within the center to familiarise themselves with the charity and the context within which it operates. A new member undergoes 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 five 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. We have three non-voting attendees at most meetings represent Centre Users and volunteers. 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. Miss Davies has been actively networking and created good working relationships and funding from the council, including several new jointly funded groups. Additionally, an overall manager was appointed to relieve the workload of the trustees and volunteers and provide stability and consistency within the centre.

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

We have continued to work with Dr. Richard Harborne who has been overseeing building management and updating Health and Safety compliance, policies and procedures to ensure they are in line with current legislation. As the Health and Safety representative user groups, the public, staff and volunteers can raise issues and concerns with him directly. These can then be thoroughly investigated and allow a smooth and swift response to issues without the delay of involvement by trustees. We hope the successful relationship the centre manager and building manager are forging will create a strong foundation for the day to day running of the centre and can provide the trustees with expert knowledge to help them over see the centre management.

**Bedworth Heath Community Centre Ltd
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Year ended 31 March 2023

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

At the close of the year March 2023 the Centre's finances were in a good position, having maintained a six months' contingency in reserve and received several grants for longer term ongoing projects relating to our aspirations for a food bank, community fridge and community cafe. We have distributed "grab bags" of emergency food and been visited by the warm hub café distributing free tea, coffee and advice on energy saving advice.

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

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 and reinstated if required.

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 organisation's 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.

Once the centre was allowed to open volunteers continue to play a vital role, at the heart of all we do in the running of the Centre. The Shop is well supported and staffed fully by volunteers under the guidance of the Shop manager, centre manager and chair. There has been an increase in numbers willing to work in the frontline, on the till in the shop and behind the scenes sorting, cleaning, ironing and merchandising donations. The volunteer's activities often include an element of socialising and friendship with regular coffee mornings and meet ups such as our quiz night and fish supper.

The management committee is staffed by volunteers who manage the day to day running of the centre with the support of the centre manager and admin support. The Centre employs one part-time manager, one part-time administrator and three part-time caretakers.

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

**Bedworth Heath Community Centre Ltd
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Year ended 31 March 2023

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

Achievements and Performance

Volunteer numbers have increased greatly and we are extremely proud and grateful for their dedication and support.

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

Trustees are indebted to each person who has been willing to do whatever has been needed to keep the centre open in whatever way that has been possible.

Financial Review

We will continue to plan and develop services with the aid of sound financial management and support from staff and volunteers. We will expand the provision of community support through the community fridge, our food bank and café. We have expanded the number of coffee mornings we offer in preparation for the opening of this in the next financial year.

Principal Funding Sources

The Community Centre raises funds primarily from the community shop and from short and long term letting of offices and rooms to local groups and small business.

We continue to promote the Centre and its commercial activities and groups where possible. This has included expansion and monitoring of Facebook to use it effectively and build up the number of users. The Chair has worked to train the new manager and add more posts including photos, videos and generic posts to increase page engagement. Additionally we have commissioned a new and improved website which will improve search engine ranking. .

Plans for the Future

The business structured approach adopted in recent years has built a solid base to support the Centre during this time of uncertainty. However, as we move forward we plan to apply for specific and project focused grants. These will be to meet the urgent needs of our community during the cost of living crisis. One focus will be on reducing waste, reusing and recycling where possible. As part of this we will be streamlining the office procedures and minimizing the reliance on printing and paper copies. Additionally, more products will be sold online and through Facebook market place.

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.

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

- Undertake liaison, consultation and development work within the community and with current and potential group organiser's, and work with funding sources and partner organisation's in the community, public and private sectors of Bedworth Heath to maintain the right balance of facilities and activities to 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 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 is 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 company's subject to the small company's regime within Part 15 of the Companies Act 2006.

**Bedworth Heath Community Centre Ltd
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Year ended 31 March 2023

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

Approval

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

Ms C. Davies (Chair)

Date:

**Independent Examiner's Report to the Management Committee of
Bedworth Heath Community Centre
(Company Limited by Guarantee)
the year ending March 31st 2023**

I report on the accounts of the company, which are set out on pages 11 to 16.

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 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 2023

		Unrestricted	Restricted	2023	2022
	Note	Funds	Funds	Total	Total
		£	£	Funds	Funds
				£	£
Incoming resources					
Grants & Donations	2	-	307	307	15,481
Centre Hire		33,257	-	33,257	24,300
Children's Centre Lease		12,058	-	12,058	15,435
Shop		35,754	-	35,754	22,604
Fundraising		2,165	-	2,165	2,463
Miscellaneous		1,245	-	1,245	648
Children's Centre Refurbishment		-	-	-	-
Community Café		787	-	787	
Total incoming resources		85,267	307	84,787	80,931
Resources expended					
Rates & Lease		1,117	-	1,117	388
Water Rates		929	-	929	514
Light & Heat		9,674	-	9,674	5,194
Repairs, Maintenance & Security		3,465	-	3,465	5,051
Salaries	6	34,871	-	34,871	36,274
Telephone		747	-	747	609
Office & Shop		1,155	-	1,155	738
Insurance		2,250	-	2,250	3,165
Sundries		3,510	-	3,510	4,895
Cleaning & Refuse		3,615	-	3,615	1,545
Accountancy		400	-	400	400
Funded Projects		-	-	-	436
Events		2,221	307	2,528	
Community Café		1,932		1,932	
Depreciation - Leasehold Property	3	-	2,127	2,127	2,127
Depreciation - Equipment	3	2,403		2,403	2,403
Total resources expended		68,290	2,434	70,724	63,739
Net incoming/(outgoing) resources		16,977	(2,127)	14,850	17,192
Total funds brought forward		93,290	64,334	157,624	140,431
Transfers between funds					
Total funds carried forward		110,267	62,207	172,473	157,623

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

Balance Sheet

As at March 31st 2023

		2023 £	2022 £
	Note		
<i>Fixed assets</i>			
Tangible assets	3	68,064	72,594
		<u>68,064</u>	<u>72,594</u>
<i>Current assets</i>			
Prepayments	5	1,125	1,067
Cash at bank and in hand		104,006	84,699
Total current assets		<u>105,131</u>	<u>85,766</u>
<i>Liabilities</i>			
Creditors - amounts due within one year	4	(723)	(738)
Grants in advance		<u>-</u>	<u>-</u>
Net current assets		<u>104,409</u>	<u>85,029</u>
Net Assets		<u>172,473</u>	<u>157,623</u>
Represented by			
Unrestricted funds		108,867	91,890
Designated funds		1,400	1,400
Restricted funds		<u>62,207</u>	<u>64,334</u>
Total Funds	7	<u>172,473</u>	<u>157,623</u>

Exemption from audit

For the year ending 31st March 2023 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:

Signed: _____

Ms C. Davies (Chair)

Dated: _____

**Bedworth Heath Community Centre
(Company Limited by Guarantee)
Notes to the Accounts
For the year ended March 31st 2023**

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

	2023	2022
	£	£
NNDR Refund	-	8,500
Job Retention Scheme	-	5,781
WCC Waste Not Want - Councillor Grant	-	1,200
NBBC - Jubilee Event	200	-
WCAVA - Carers Group	107	-
	<u>307</u>	<u>15,481</u>

**Bedworth Heath Community Centre
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Notes to the Accounts (continued)
For the year ended March 31st 2023**

3. Fixed Assets

	<i>Leasehold Land & Buildings</i>	<i>Fixtures & Fittings</i>	<i>Total</i>
Cost	£	£	£
At 1 April 2022	106,348	41,250	147,598
Additions	-	-	-
Disposals	-	-	-
At 31 March 2023	<u>106,348</u>	<u>41,250</u>	<u>147,598</u>
Depreciation			
At 1 April 2022	36,159	38,847	75,006
Disposals	-	-	-
Charge this period	2,127	2,403	4,530
At 31 March 2023	<u>38,286</u>	<u>41,250</u>	<u>79,536</u>
Net book value			
At 31 March 2023	<u>68,064</u>	<u>-</u>	<u>68,064</u>
At 31 March 2022	<u>70,190</u>	<u>2,404</u>	<u>72,594</u>

4. Creditors

	2023	2022
	£	£
Accounts	400	400
HMRC & Pension Costs Q4	323	338
	<u>723</u>	<u>738</u>

5. Prepayments

	2023	2022
	£	£
Insurance	1,125	1,067
	<u>1,125</u>	<u>1,067</u>

6. Staff costs and numbers

**Bedworth Heath Community Centre
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Notes to the Accounts (continued)
For the year ended March 31st 2023**

Staff costs were as follows:

	2023	2022
	£	£
Wages	32,548	34,107
Social Security Costs	1,510	1,470
Pension Costs	812	697
	<u>34,871</u>	<u>36,274</u>

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

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

	2023	2022
Administration	2	2
Caretaking	2	2

7. Movements in funds

	Opening balance £	Incoming resources £	(Resources expended) £	Transfers £	Closing balance £
Unrestricted funds	91,890	85,267	(68,290)	-	108,867
Designated funds	1,400			-	1,400
	<u>93,290</u>	<u>85,267</u>	<u>(68,290)</u>	<u>-</u>	<u>110,267</u>
Restricted funds					
Capital Projects	61,634				61,634
Other	2,700	307	(2,434)		573
	<u>64,334</u>	<u>307</u>	<u>(2,434)</u>	<u>-</u>	<u>62,207</u>
Total Funds	<u>157,623</u>	<u>85,574</u>	<u>(70,724)</u>	<u>-</u>	<u>172,473</u>

**Bedworth Heath Community Centre
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Notes to the Accounts (continued)
For the year ended March 31st 2023**

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.

	2023	2022
	£	£
Operating leases which expire:		
Within 1 year	45	45
Within 2 - 5 years	180	180
Over 5 years	1,305	1,350
	<u>1,530</u>	<u>1,575</u>