

Lewsey Farm Learning Centre Trust

Annual General Meeting Minutes

held at

Lewsey Learning Centre Trust

Saturday 30th November 2024

at 2pm

Attendance: Apologies

Edward King
Brown

Patsy

Hema Patel
Wilson

Vannett

Audrey Lewis – Chair

Eddie Graff

Sandra King

Stacy George

Kevin George

Roy Fearon

Immaculene Kumar

Paul Smith

Pedro Rowe

Audrey Rowe

Wayne Birch

Shola Olasende

Sam

There were no minutes of the last AGM, and therefore no matters arising and approval of last minutes. All previous Elected Members, including Board Members will be stepping down and stand for re-election if they are interested.

Audrey Lewis, the Chair opened the meeting and invited Mr King to present his report. Mr King welcomed everyone to the AGM. A copy of the Agenda, his Annual Report 2022-2023, which also included the annual income and expenditure accounts was made available to all the attendees.

Mr King went through this report in details providing an overview on the lease, finance, resignations, acknowledgements, facilities, on-going activities at the centre and conclusion. Please refer to Mr Kings report for detailed information.

Audrey Lewis, the chair opened the meeting for elections:

CHAIR - Mr King

Proposed by Immaculene Kumar and seconded by Hema Patel

VICE CHAIR - MR EDDIE GRAFF

Proposed by Mr King and seconded by Hema Patel and Immaculene Kumar

SECRETARY - STACY GEORGE

Proposed by Mr King and seconded by Wayne Birch

ASSISTANT SECRETARY - AUDREY LEWIS

Proposed by Immaculene Kumar and seconded by Wayne Birch

For the post of Treasurer Mr King proposed his wife, Sandra King. However, some members expressed concerns stating this would be conflict of interest as he was the Chair and they both would be signatory on financial matters. Audrey Rowe indicated an interest in the post of Treasurer. Mr King questioned if she was a qualified accountant and several members expressed their view that accountancy qualification was not necessary for the post, but experience and knowledge is essential. Audrey Rowe informed the meeting she had a wealth of experience working in finance department with a housing association.

Wayne Birch made a good suggestion for a way forward which several members agreed.

TREASURER - AUDREY ROWE

Proposed by Wayne Birch and seconded by Audrey Lewis

ASSISTANT TREASURER - SANDRA KING

Proposed by Wayne Birch and seconded by Audrey Lewis

PROPERTY MANAGER - ROY FEARON

Proposed by Audrey Lewis and seconded by Pedro Rowe

ASSISTANT PROPERTY MANAGER - PAUL SMITH

Proposed by Kevin George and seconded by Pedro Rowe

ELECTION OF OTHER BOARD MEMBERS - WAYNE BIRCH, PEDRO ROWE, PATSY BROWN AND KEVIN GEORGE.

Proposed and seconded by Immaculene Kumar and Audrey Lewis.

AOB

Wayne Birch raised the matter of repairs to the building. Mr King informed the meeting he was still in negotiation with the council to complete the repairs as agreed with LBC before the new lease is agreed and signed. He had provided a list of repairs to the council. The council had come to deal with the heating but would not replace the windows.

Audrey Rowe requested a full report on the accounts and Mr King agreed to provide this to her.

MEETING CONCLUDED AND REFRESHMENT WAS PROVIDED FOR ALL

LEWSEY FARM LEARNING CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE Income and Expenditure account)

for the Year Ended 31 MARCH 2024

	Notes	Unrestricted funds £	Restricted funds	2024 Total funds	2023 Total funds
INCOMING RESOURCES					
Incoming resources from generated funds					
Grants	2	4,500	-	4,500	
Activities for generating funds	3	<u>39,945</u>	-	<u>39,945</u>	<u>13,852</u>
Total incoming resources		44,445	-	44,445	13,852
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	5	-	-	-	-
Fundraising trading: cost of goods sold & other costs	6	-	-	-	-
Charitable activities					
Charitable activities	7	16,010		<u>16,010</u>	<u>14,224</u>
Governance costs	10	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		16,010	-	16,010	14,224
NET INCOME/(EXPENDITURE) FOR THE YEAR		28,435	-	28,435	- 372

LEWSEY FARM LEARNING CENTRE LIMITED

**BALANCE SHEET
at 31 MARCH 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds	2023 Total funds
FIXED ASSETS					
Tangible assets	14	-	338,158	338,158	349,723
CURRENT ASSETS					
Debtors: amounts falling due within one year	15	-	-	-	-
Cash at bank and in hand		31,835	-	31,835	3,400
Total incoming resources		31,835	-	31,835	3,400
CREDITORS					
Amounts falling due within one year	16	-	-	-	7,122
NET CURRENT ASSETS		31,835	-	31,835	- 3,722
TOTAL ASSETS LESS CURRENT LIABILITIES		31,835	338,158	369,994	346,002
CREDITORS					
		-	-	-	-
NET ASSETS		31,835	338,158	369,994	346,002
FUNDS					
Unrestricted funds				31,835	- 3,722
Restricted funds				338,158	349,723
				369,994	346,002

- a. For the year ended 31st March 2024 the company was entitled to exemptions under section 477 of the Companies Act 2006
- b. The members have not required the company to obtain an Audit in accordance with section 476 of the Companies Act 2006
- c. The Directors acknowledge their responsibility for complying with the requirements of the Act with respect to Accounting records and for preparation of accounts.
- d. These Accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

Roy Fearon

Edward King

⚠ You will be logged out after 30 minutes of inactivity.

Account (/group/guest/my-details)

Home

Cancel

LEWSEY FARM LEARNING CENTRE
Charity registration number: 1107130

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2024.

PART A - Charity information

Financial period start date

Financial period end date

Income and spending

Income £

Spending £

£ 16,010

How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?

Number of grants from government

How many grants did your charity receive from central government or a local authority during the financial period for this return?

Value of grants from government

What was the total value of the grants received from central government or a local authority during the financial period for this return?

£ 8,147

Donations and legacies (excluding Endowments Received)

£ 0

Charitable activities

£ 8,147

Other trading activities

£ 36,298

Investments

£ 0

Other

£ 0

Grantmaking

Is grant making the main way your charity carries out its purposes?

No

Recipients of grants

Please round all figures to the nearest pound (do not enter decimal points or commas).

Individuals

£ 0

Other charities

£ 0

Other organisations that are not charities

£ 0

Trustee payments

Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?

☒ e. None of the trustees have been paid

Did any of the trustees resign and take up employment with your charity in the financial period of this return?

No

Income from outside the UK

Did your charity receive income from outside of the United Kingdom in the financial period of this return?

No

Delivering activities outside the United Kingdom

Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?

No

Spending outside England & Wales

Did your charity spend funds outside of the United Kingdom in the financial period of this return?

No

Total Spending outside England & Wales

£

Trading subsidiaries

Does the charity have any trading subsidiaries?

No

Charity contact details correct

Is the contact address displayed from the Register of Charities, correct?

Yes

Charity headquarters details correct

Is this the same address that you use as your charity's administrative headquarters?

Yes

Charity contact address

Address Line 1

LEWSEY FARM

Address Line 2

LEARNING CENTRE

Address Line 3

92 TOMLINSON AVENUE

Address Line 4

LUTON

Address Line 5

Postcode

LU4 0QQ

Country

Charity Headquarters address

Address Line 1

LEWSEY FARM

Address Line 2

LEARNING CENTRE

Address Line 3

92 TOMLINSON AVENUE

Address Line 4

LUTON

Address Line 5

Postcode

LU4 0QQ

Country

Membership type

Is your charity part of a wider group structure with a parent body and subsidiary bodies?

no, the charity is not part of a wider group structure

Employment contract types

People were permanently employed by your charity

0

People were on fixed-terms contracts with your charity

0

Self-employed people were working for your charity

0

Governance policies

Internal charity financial controls policy and procedures

Yes

Safeguarding policy and procedures

Yes

Financial reserves policy and procedures

Yes

Complaints policy and procedures

Yes

Serious incident reporting policy and procedures

Yes

Internal risk management policy and procedures

Yes

Trustee expenses policy and procedures

Yes

Trustee conflicts of interest policy and procedures

Yes

Investing charity funds policy and procedures

Yes

Campaigns and political activity policy and procedures

Not applicable

Bullying and harassment policy and procedures

Yes

Social media policy and procedures

Yes

Engaging external speakers at charity events policy and procedures

Not applicable

Safeguarding

Has your charity provided services to children and/or adults at risk in the financial period of the return?

No

Serious Incidents

Has your charity reported all Serious Incidents (including any historical incidents) that the charity became aware of during the financial period of this return?

There were no incidents to report

External risk and impact

Donations

Unknown/No Change/Not Applicable

Other income - grants

Unknown/No Change/Not Applicable

Other income - contracts

Unknown/No Change/Not Applicable

Other income - investment

Unknown/No Change/Not Applicable

Expenditure on charitable activities

Unknown/No Change/Not Applicable

Expenditure on overheads

Unknown/No Change/Not Applicable

Number of volunteers

Unknown/No Change/Not Applicable

Number of employees

Unknown/No Change/Not Applicable

Number of trustees

Unknown/No Change/Not Applicable

Fundraising activities

Unknown/No Change/Not Applicable

Capacity to deliver services

Unknown/No Change/Not Applicable

Total service demand

Unknown/No Change/Not Applicable

Volunteers

Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?

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Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- **you have consented to their release; or**
- **we are legally obliged to disclose them; or**
- **we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.**

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- **we can lawfully do so; and**
- **we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest**

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

This annual return has not been submitted and no Declaration has been made