



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From - Period start date: 01.12.2023 To - Period end date: 30.11.2024**

**Charity name: Bransgore Churches Coffee House**

**Charity registration number: 1133247**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Coffee House is a community hub and a focal point for the surrounding rural community. For some Elderly people it is a second home, but all ages make use of our facilities. We have toys available for the very young. Village clubs and organisations use our facilities to advertise what they do. The shop is also used as a collection point for our charitable giving.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	There are no set activities other than being a hub for the community that offers hot and cold drinks, a simple menu and selection of cakes. In addition to this the Coffee House provides vital work experience for young people and adults with additional needs.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have considered the charity commission's guidance, and we consider that our activities fall within the scope of being of public benefit.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>No policy</b>
Policy on social investment including program related investment	Para 1.38	<b>This does not apply to us</b>
Contribution made by volunteers	Para 1.38	The coffee house has one paid staff member (Manager), but all activities are carried out by volunteers. Their contributions in terms of time, talents and resources are the reason we are able

		to carry out the objectives of the community coffee shop.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>This financial year the coffee house achieved:</b></p> <ol style="list-style-type: none"> <li>1) We hosted and provided a Christmas meal for 30 local residents, of which the majority are those who are elderly or alone.</li> <li>2) We worked with local charities and churches (including Bransgore community Church, Bransgore Primary school and the Bransgore Rotary and first responders to run the community Christmas Light switch on.</li> <li>3) In May of 2024 we also took part in the provision of cold drinks, cakes and sweets at the Bransgore Fun Day.</li> <li>4) We received a grant for purchasing new chairs for the coffee house, which completed our next phase of fit out for the coffee house.</li> <li>5) We have continued our partnership with the Fortune Centre for Riding Therapy and the Duke of Edinburgh award in providing voluntary provision and training.</li> <li>6) This year we tried a new initiative, a national scheme 'Chatty Café' providing safe space for face to face meet ups where venues offer 'Chatter &amp; Natter' tables, where customers can get together and chat. We have hundreds of venues around the UK, many Chatter &amp; Natter tables are hosted by Chatty Table Volunteers. However after the year we felt that the community had not utilised the provision and so decided to withdraw from the scheme.</li> <li>7) This year we have tried to prioritise training for our volunteers to upskill them in their voluntary role, through the use of one to one training, and level 2 food hygiene. It is our intention for next year to set a policy to ensure all volunteers have had</li> </ol>

		<p>appropriate training prior to taking up a new position.</p> <p>8) This year we felt that the margin for price increase last year was not adequate so we did an increase of 10% on both drinks and cakes.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We achieve all our objective for the year with the exception of the chatty café scheme.
Performance of fundraising activities against objectives set	Para 1.41	We do not fundraise but rely entirely on the generosity of the members of the public, purchases and occasional gifts/grants.
Investment performance against objectives	Para 1.41	<b>N/A</b>
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity was in a good financial position at the end of the relevant period (being 30 November 2024). Our net assets stood at £8,417
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We reviewed our reserves policy and considered that our current policy of holding a minimum of £3,000 was sufficient to meet any unforeseen needs of the church.
Amount of reserves held	Para 1.22	£3,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No concerns

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Over 95% of our funds come from the sales of goods and any gift aid that comes because of this. Occasional donations, gifts or grants.
Investment policy and objectives including any social investment policy adopted	Para 1.46	We don't hold any investments other than cash at bank which is deposited with Co-Op Bank Limited.
A description of the principal risks facing the charity	Para 1.46	Our principal risk is that members of the public cease trade with us, or a risk to the building itself (e.g. fire etc).
Other		N/A

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution of a charitable trust
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are selected by the current trustees in consultation with the shop manager. We consider those who we feel fulfil the criteria of being known within the community and uphold the interests of the chop and it broadly Christian character. If there are no, or satisfactory, objections they are appointed as trustees. There is no length of tenure, but trustees consider their roles each year and step down when it is collectively felt the right time.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity is governed as a Charitable Trust, overseen by its trustees in conjunction with the shop manager.
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Bransgore Churches Coffee House
Other name the charity uses	Bransgore Coffee (community) House
Registered charity number	1133247
Charity's principal address	Bransgore Coffee House Unit 2 A, Clyffe House, Betsy Lane, Bransgore, Christchurch, Dorset, BH23, 8AQ

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### **Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
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2				
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

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## **PROFIT AND LOSS ACCOUNT YEAR TO 30 NOVEMBER 2024**

	<b><u>FOOD</u></b>	<b><u>DRINKS</u></b>	<b><u>OTHER</u></b>	<b><u>TOTAL</u></b>	<b><u>2002/3</u></b>
<b><u>Trading</u></b>					
Sales	12,469	19,299	861	32,629	28,745
Purchases	<u>5,076</u>	<u>3,602</u>		<u>8,678</u>	8,127
Gross Profit	<u>7,393</u>	<u>15,697</u>	<u>861</u>	<b>23,951</b>	20,618
GP%	59.29%	81.34%		73.40%	71.73%
<b><u>Expenditure</u></b>					
Rent of Premises			4,800		4,800
Water Rates			246		252
Establishment Expenses			1,716		294
Business Rates			91		106
Electricity			1,129		1,334
Consumables			356		866
Card Handling Charges			325		292
Insurance			382		356
Printing & Stationery			298		145
Repairs and Renewals			1,249		1,690
Telephone			635		506
Waste Disposal			792		750
Miscellaneous Expenses			215		927
Staff Costs			<u>13,966</u>		<u>12,813</u>
<b>Total Trading Expenditure</b>				<b>26,200</b>	<u>25,131</u>
<b>TRADING DEFICIT FOR THE YEAR TO 30 NOVEMBER 2</b>				<b>(2,249)</b>	<b>(4,513)</b>
<b>New Furniture/Building Repairs and Renovations</b>				<u>2,609</u>	<u>12,364</u>
				<b>(4,858)</b>	<b>(16,877)</b>
<b><u>Other Income</u></b>					
Tips			630		518
Donations			1,090		8,855
Grants			-		2,700
Gift Aid			-		325
<b>TOTAL OTHER INCOME</b>				<u><b>1,720</b></u>	<u>12,398</u>
<b>NET DEFICIT FOR THE YEAR TO 30 NOVEMBER 2024</b>				<u><b>(3,138)</b></u>	<u><b>(4,479)</b></u>

These accounts have been prepared on a cash basis

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**BRANSGORE CHURCHES COFFEE HOUSE**  
**BALANCE SHEET AS AT 30 NOVEMBER 2024**

**Capital and Reserves**

Retained at Brought Forward 1 December 2023	11,555
Less: Excess of Expenditure over Income for the Year	(3,138)

Carried Forward 30 November 2024	<u>£8,417</u>
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**Represented by:-**

Balance at Bank	7,113
Cash in Hand	146
Trading Stock	1,049
Payments in Transit	171
Gift Cards	(62)
	<u>£8,417</u>

## **Independent Examiner's Report to the Trustees of Bransgore Churches Coffee House**

I report on the accounts of the Trust for the year ended 30<sup>th</sup> November 2024

### **Respective responsibilities of trustees and examiner**

As the trustees of the Bransgore Churches Coffee House you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Bransgore Churches Coffee House 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 you as trustees concerning 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;

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



2nd JUNE 2025

Jason Coltman  
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