

**Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 30 April 2021
for
Civic Voice
(A Company Limited by Guarantee)**

McMillan & Co LLP
Chartered Accountants
28 Eaton Avenue
Matrix Office Park
Buckshaw Village
Chorley
Lancashire
PR7 7NA

**Contents of the Financial Statements
for the year ended 30 April 2021**

	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 13

Report of the Trustees for the year ended 30 April 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 April 2021. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and activities

OBJECTIVES AND ACTIVITIES

Objectives and activities

Civic Voice is the national charity for the civic movement in England. We have 228 members who work to make the places where everyone lives more attractive, enjoyable and distinctive and promote civic pride. We campaign nationally and support civic societies and other community and voluntary groups to be more successful locally. We believe everyone has the right to live somewhere they can be proud of.

Our charitable objects are to:

- Promote the conservation, protection and improvement of the environment, in particular the public realm and the historic environment
- Encourage high standards in the management and development of the built and natural environment
- Promote sustainable development by the conservation, protection and improvement of the environment, and the promotion of the prudent use of resources (sustainable development being development that meets the needs of the present without compromising the ability of future generations to meet their own needs)
- Foster civic pride and stimulate and educate the public, in particular by promoting understanding of the beauty, history, geography and character of different localities
- Develop the capacity and skills of individuals and communities to understand and take action to conserve, protect and improve the quality, beauty and character of their locality
- Promote such other charitable purposes as may from time to time be determined by the Trustees, including the assistance of other charities.

Public benefit

The civic movement is based on a network of hundreds of local voluntary civic and amenity societies in the warp and weft of communities across England. It is one of the largest social movements in the country. The first civic society was set up in the 1840s.

Civic societies provide a focus for voluntary and community action to improve the places where people live, work and relax. They champion the importance of these places to decision makers and opinion formers in business, politics, government, the media, the voluntary sector and elsewhere. They play an essential and voluntary role in helping individuals and communities to understand and take action to improve the quality of their life through the place where they live. Civic societies promote and celebrate the best of what is inherited from the past and what is developed for the future. They are a fundamental source of civic pride. This work brings benefits to the whole community and not just to those who are members of civic societies.

Civic societies are the country's most numerous participants in the land use planning system and civic society volunteers frequently act as trusted intermediaries between local government and local people in planning, transport and other decision making. Many civic societies campaign for better management of local assets (buildings and open space) and find solutions to their long term management. Civic societies are fiercely independent and grassroots organisations. They will celebrate and encourage positive action and be forthright in resisting damaging change. They are also a store of knowledge and expertise about local places which is an essential starting point in recognising and strengthening their identity. This is often reflected in blue plaque schemes run by civic societies or the development of town trails or management of local archives.

The civic movement is also central to supporting and developing the sense of identity and belonging that comes from positive feelings about the place where people live.

Civic Voice (Registered number: 07142946)

Report of the Trustees for the year ended 30 April 2021

STRATEGIC REPORT

Achievement and performance

Achievements

For 11 years Civic Voice has supported Civic Societies to act as the national voice for the Civic Society movement. But in the past 18 months we have been dealing with the most unprecedented and challenging pressures most of us have ever faced. Civic Voice has worked hard to support Civic Societies through COVID 19, and we have developed the use of on-line opportunities to help societies to respond to the Planning White Paper and changes in the current legislation. We are very aware of the personal pressures on the members of local Civic Societies, their concerns for their own health and that of their families at a time when they are also campaigning to protect the built environment of their own towns, villages, and cities.

But what of the future? We know that some civic societies have really struggled during the pandemic, whilst others managed to have remarkable success with online activities.

The impact of COVID on Civic Voice and Civic Societies will be long-lasting, and we still don't know what that impact will be. We have suffered through COVID 19, and like 83% of charities have lost income during this period. The income is something we believe we can recover and so the questions are; is the movement still needed and is it still relevant?

We think the Government's proposed planning reforms demonstrate the importance of every town having a vibrant and active civic society. There are many threats to the historic environment, and we need Civic Societies with their local knowledge to continue to safeguard their history and heritage. This is also a time to engage in place making, looking at new developments that will enhance every community.

At the time of writing, we still don't know what Government intends to do with the Planning Reform Bill. We are clear that we will continue to campaign against the Planning White Proposals to remove the rights for communities to make representations on individual planning applications. Without Civic Voice this year, how would civic societies have engaged in the debate? How would the movement's voice be heard by Ministers and central Government?

As a movement, connected and working together, we can be effective.

Performance

We have continued to strengthen Civic Voice and to be the national leader for the civic society movement.

Influencing Government policy/being heard at a national level:

Civic Voice is a small light footed organisation. As a national voice with a strong local presence we make a difference where it matters and spend time in campaigning in Whitehall and Westminster, campaigning with local volunteers, speaking out in the media, undertaking research, building partnerships and promoting civic pride. We support local groups and help them work together. We organise a national convention for the civic movement and give local groups a national voice. We combine community action with sense of place for the benefit of everyone.

The ambition to re-establish the All-Party Parliamentary Group (APPG) for Civic Societies has been successful and we look forward to face-to-face meetings with Ministers and Shadow Ministers. We will continue to use the APPG as an opportunity to bring Ministers to discuss and debate key issues with Civic Society members.

We believe, with your support, despite the challenge we have faced, we can continue to act as the national voice for the civic society movement.

Civic Voice (Registered number: 07142946)

Report of the Trustees for the year ended 30 April 2021

STRATEGIC REPORT

Financial review

Reserves policy

The trustees have established a policy whereby it is desirable that the unrestricted funds not committed or invested in the fixed assets ("the free reserves") the charity holds should be approximately nine months of the resources expended. At present the free reserves are below the target level.

The funds in the financial statements are defined as:-

General Fund

These funds are unrestricted and are used for all charitable purposes without restriction in accordance with the governing documents. Amounts held in these funds as at 30 April 2021 were £41,609 (2020: £73,357).

Restricted Fund - Local Heritage Lists

Local Heritage Listing is a means for community and a local authority to jointly identify heritage assets that are valued as distinctive elements of the local historic environment. A Local Heritage List identifies those heritage assets that are not protected by statutory national designations but are of local heritage interest, contributing to the sense of place and history of the local area.

A toolkit was developed by Civic Voice in 2017 to support community groups who want to take forward the development of a Local Heritage List, but don't know where to start! The toolkit was funded by Historic England's Heritage Protection Commissions programme, through a grant awarded to Civic Voice. The amount held in this fund as at 30 April 2021 was £34,525 (2020: £34,525).

Risk Review

The trustees continue to address their responsibilities for managing risk by conducting a review of the risks that Civic Voice is exposed to.

The Trustees identified continued threats to Civic Voice and introduced a policy that now states that 'high level risks' exposed to the organisations are discussed at all Civic Voice Trustee meeting. The key risks facing Civic Voice relate to long-term absence to our staff team. Diversifying our income and securing funding on an unrestricted basis, whilst delivering initiatives supported by our membership is a challenge. We will continue to look for funding that helps to strengthen our role as the voice of the civic movement.

For transparency purposes, minutes of meetings are published on the Civic Voice website. Each board meeting includes a discussion on the organisations' risk register.

Future plans

During the year we had intended on celebrating Civic Voice's 10th anniversary with a number of key celebrations, but unfortunately, the COVID 19 crises emerged at the start of the year. This meant that Civic Voice had to cancel a series of events and has been in the situation of not holding a face to face event for over 12 months.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Civic Voice is a charitable company limited by guarantee, incorporated on 2nd February 2010 and registered as a charity on 23rd February 2010. There is a range of formal and informal routes to shape the priorities of Civic Voice. Members participate in our work, get involved at a national convention and engage in the key issues through meetings of local clusters of societies and by providing information, examples and experience for Civic Voice to use in our lobbying and influence.

Charity constitution

Civic Voice is run by a Board of eleven trustees, seven of whom are elected by member civic societies. Up to three others are co-opted. The Board is chaired by Joan Humble and is responsible for the overall strategy and sustainability of the organisation and ensuring effective compliance and risk management. It delegates executive responsibilities to the Executive Director.

Civic Voice (Registered number: 07142946)

Report of the Trustees for the year ended 30 April 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The Board is recruited openly and all its members are also members of local civic societies.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

07142946 (England and Wales)

Registered Charity number

1134476

Registered office

Bank House
9 Dicconson Terrace
Lytham
Lytham St Anne's
FY8 5JY

Trustees

P A Bedwell (resigned 17/3/2021)
D J Evans
M E Gunson
J J Humble
G C Orton (resigned 17/3/2021)
K M Hollins
H Kidman
S M Cunningham (resigned 31/1/2021)
PS Karpinski
M Hamilton
G Battarbee (appointed 17/3/2021)
J Maggs (appointed 17/3/2021)
R Osborne (appointed 17/3/2021)
L Brown (appointed 17/3/2021)

Independent Examiner

McMillan & Co LLP
Chartered Accountants
28 Eaton Avenue
Matrix Office Park
Buckshaw Village
Chorley
Lancashire
PR7 7NA

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 10 December 2021 and signed on the board's behalf by:

J J Humble - Trustee

Independent Examiner's Report to the Trustees of Civic Voice

Independent examiner's report to the trustees of Civic Voice ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Neil McMillan FCA
McMillan & Co LLP
Chartered Accountants
28 Eaton Avenue
Matrix Office Park
Buckshaw Village
Chorley
Lancashire
PR7 7NA

10 December 2021

Civic Voice

Statement of Financial Activities for the year ended 30 April 2021

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations		3,590	-	3,590	553
Charitable activities					
Membership		44,667	-	44,667	46,825
Projects		53,534	-	53,534	85,233
Grants / Fees		4,100	-	4,100	64,046
Other trading activities	3	847	-	847	843
Total		106,738	-	106,738	197,500
EXPENDITURE ON					
Charitable activities		135,871	-	135,871	116,192
Other	4	2,615	-	2,615	7,469
Total		138,486	-	138,486	123,661
NET INCOME/(EXPENDITURE)		(31,748)	-	(31,748)	73,839
RECONCILIATION OF FUNDS					
Total funds brought forward		73,357	34,525	107,882	34,043
TOTAL FUNDS CARRIED FORWARD		41,609	34,525	76,134	107,882

The notes form part of these financial statements

Civic Voice (Registered number: 07142946)

Balance Sheet

30 April 2021

	Notes	Unrestricted fund £	Restricted fund £	2021 Total funds £	2020 Total funds £
CURRENT ASSETS					
Debtors	8	1,457	-	1,457	1,457
Cash at bank and in hand		83,029	34,525	117,554	138,527
		<u>84,486</u>	<u>34,525</u>	<u>119,011</u>	<u>139,984</u>
CREDITORS					
Amounts falling due within one year	9	(42,877)	-	(42,877)	(32,102)
		<u>41,609</u>	<u>34,525</u>	<u>76,134</u>	<u>107,882</u>
NET CURRENT ASSETS					
		<u>41,609</u>	<u>34,525</u>	<u>76,134</u>	<u>107,882</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>41,609</u>	<u>34,525</u>	<u>76,134</u>	<u>107,882</u>
NET ASSETS		<u>41,609</u>	<u>34,525</u>	<u>76,134</u>	<u>107,882</u>
FUNDS	10				
Unrestricted funds				41,609	73,357
Restricted funds				34,525	34,525
TOTAL FUNDS				<u>76,134</u>	<u>107,882</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on 10 December 2021 and were signed on its behalf by:

J J Humble - Trustee

The notes form part of these financial statements

Notes to the Financial Statements for the year ended 30 April 2021

1. LIMITED BY GUARANTEE

The charity is limited by guarantee. Each member of the charity undertakes that if the charity is wound up while he/she is a member, or within one year after he/she ceases to be a member, he/she will contribute a sum not exceeding £1 to the assets of the charity for:

- payment of the debts and liabilities of the charity contracted before he/she ceases to be a member,
- payment of the costs, charges and expenses of winding up; and
- adjustment of the rights of the contributories among themselves.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentational currency of the charity is pound sterling (£) and the amounts in the financial statements have been rounded to the nearest £1.

There are no material uncertainties about the charity's ability to continue.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Critical accounting judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Income

All incoming resources are included in the Statement of Financial Activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably,
- Legacy income is recognised when receipt is probable and entitlement is established,
- Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers,
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Notes to the Financial Statements - continued for the year ended 30 April 2021

2. ACCOUNTING POLICIES - continued

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is classified under headings of the Statement of Financial Activities to which it relates:

- Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities and the sale of donated goods,
- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities,
- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justified and consistent basis.

Financial instruments

Financial instruments are classified and accounted for according to the substance of the contractual arrangement as financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Pension costs and other post-retirement benefits

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

Going concern

The charity has, as noted in the Trustees Report, reviewed reserves policies, ongoing projects and income and expenditure. It is heavily reliant on national and local government funding and other charitable foundations. A new fundraising strategy and new fundraising committee have been implemented, and as a result the going concern basis of accounting has been adopted.

Government Grants

Government grants are accounted for under the accruals model. Where the grant is classed as revenue, it is recognised in income on a systematic basis over the periods in which the company recognises the related costs.

Civic Voice

Notes to the Financial Statements - continued for the year ended 30 April 2021

3. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Events	847	843

4. OTHER

	2021	2020
	£	£
Support costs	2,615	7,469

Included in accountancy and legal fees are costs of £1,700 (2020: £1,700) in relation to Independent Examination and payroll costs of £300 (2020: £300) also paid to the Independent Examiner.

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2021 nor for the year ended 30 April 2020.

Trustees' expenses

During the year the following expenses were paid to the trustees:

	2021	2020
	£	
M G Ash	-	267
P A Bedwell	-	375
P A Douce	-	-
D J Evans	-	-
M E Gunson	-	120
J J Humble	-	1,830
C F Winter	-	-
H Kidman	-	691
S Cunningham	-	68
G Orton	-	49
TOTAL	-	3,400

Expenses reimbursed relate to travel, subsistence and entertaining.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2021	2020
Number of staff - Admin	3	3

No employees received emoluments in excess of £60,000 in the current or previous year.

Civic Voice

Notes to the Financial Statements - continued for the year ended 30 April 2021

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations	553	-	553
Charitable activities			
Membership	46,825	-	46,825
Projects	85,233	-	85,233
Grants / Fees	-	64,046	64,046
Other trading activities	843	-	843
Total	133,454	64,046	197,500
EXPENDITURE ON			
Charitable activities	57,267	58,925	116,192
Other	7,469	-	7,469
Total	64,736	58,925	123,661
NET INCOME	68,718	5,121	73,839
RECONCILIATION OF FUNDS			
Total funds brought forward	4,639	29,404	34,043
TOTAL FUNDS CARRIED FORWARD	73,357	34,525	107,882

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Prepayments and accrued income	1,457	1,457

Civic Voice

Notes to the Financial Statements - continued for the year ended 30 April 2021

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	40,156	29,381
Other creditors	721	721
Accruals and deferred income	2,000	2,000
	<u>42,877</u>	<u>32,102</u>

10. MOVEMENT IN FUNDS

	At 1/5/20 £	Net movement in funds £	At 30/4/21 £
Unrestricted funds			
General fund	73,357	(31,748)	41,609
Restricted funds			
Special Projects	34,525	-	34,525
TOTAL FUNDS	<u>107,882</u>	<u>(31,748)</u>	<u>76,134</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	106,738	(138,486)	(31,748)
TOTAL FUNDS	<u>106,738</u>	<u>(138,486)</u>	<u>(31,748)</u>

Comparatives for movement in funds

	At 1/5/19 £	Net movement in funds £	At 30/4/20 £
Unrestricted funds			
General fund	4,639	68,718	73,357
Restricted funds			
Special Projects	29,404	5,121	34,525
TOTAL FUNDS	<u>34,043</u>	<u>73,839</u>	<u>107,882</u>

Civic Voice

Notes to the Financial Statements - continued for the year ended 30 April 2021

10. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	133,454	(64,736)	68,718
Restricted funds			
Special Projects	64,046	(58,925)	5,121
TOTAL FUNDS	<u>197,500</u>	<u>(123,661)</u>	<u>73,839</u>

Restricted funds are specifically:

Restricted Fund - Local Heritage Lists

Local Heritage Listing is a means for community and a local authority to jointly identify heritage assets that are valued as distinctive elements of the local historic environment. A Local Heritage List identifies those heritage assets that are not protected by statutory national designations but are of local heritage interest, contributing to the sense of place and history of the local area.

The amount held in this fund as at 30 April 2021 was £34,525 (2020: £34,525).

11. EMPLOYEE BENEFIT OBLIGATIONS

The amount recognised in the Statement of Financial Activities as an expense in relation to defined contribution plans was £1,186 (2020: £2,719).

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 April 2021 or 30 April 2020.