

Melbourn Community Hub Management Group

Annual Report 2021

This report charts an extraordinary year for the Melbourn Community Hub. Extraordinary because, again due to Covid-19, the business was locked down and not trading for nine of the twelve months of the financial year ending September 30th 2021. Also a unique year in which, because the building was closed for reasons beyond our control, the opportunity was taken to carry out a long awaited building extension and upgrade.

The Hub business was closed during all or part of the month of November 2020, and again in January 2021 all the way up to July 2021. As in the previous year staff were furloughed and our valiant volunteers running the café and library asked to stay at home, leaving the Hub unable to service its customers.

This report includes the Hub financial position as at September 30th 2021 together with a general review and assessment of the Hub operations during this uniquely difficult year, again dominated by the Covid-19 pandemic. The story of the year is briefly described here and illustrated in the pages that follow.

Our board of directors remained unchanged through the financial year to end September 2021 compared to the previous year, although one or two changes have occurred more recently. This stability has again enabled us to take advantage of changing and unpredictable circumstances. Videoconferencing, already established as the norm in 2020, continued successfully. Great credit is due to this hard working and multi-talented group in using this fractured period of our history in a really creative and constructive way.

The staff and volunteer teams were again greatly affected. Due to the long periods of lockdown and a mix of individual personal circumstances, the Hub only retained one of the original staff team when compared to the employee roll pre-Covid. Many of the volunteers have now returned, together with some very welcome new faces, but we are always looking for more!

Work practices to protect staff and public safety were mandated due to the rules governing hospitality venues protecting against Covid-19 infection. These were also subject to progressive changes, requiring staff and volunteers to adapt and retrain. Some services were suspended for long periods. The **Community Library** is an example where, apart from book returns, the service ceased entirely throughout most of 2021. **Room hire** was also suspended for the same reasons.

Due to operational factors the Community Library volunteers were asked to accommodate some changes to the way the library is presented. We are pleased to report that the library service was successfully re-launched without significant problems. We offer our sincere thanks to all volunteers and staff who supported the Hub through this extraordinary and challenging time.

The trading period was brief, our regular income from the normally expected routes being massively curtailed due to Covid-19 lockdowns. Café and particularly Room Hire revenues were badly affected and totalled only about 1/3 of a normal year's expectations, at just under £50,000. However, this income was supplemented by government grants available to small companies to aid recovery from Covid-19 business interruptions. Stringent measures were also taken to control overhead costs and staff were furloughed on the government Job Retention Scheme. The Hub would also like to register sincere and grateful thanks for some generous donations received from the public. Overall, in spite of the significant difficulties encountered, the Hub is pleased to report a trading profit after depreciation of slightly less than £8,000 for the last full financial year.

A major building expansion and upgrade was carried out to a successful conclusion during the 2021 lockdown. Tenders were accepted and orders placed allowing work on site to commence in March, eventually completing in July 2021.

The project aimed at enlarging and improving meeting room space, with more and better meeting rooms being constructed, all to the same state of the art standard. A more detailed project history can be found in the later pages of this report.

The works were funded entirely from grants and the project was completed to budget and to the expected timescale. Some general enhancements were made to the building such as better external lighting, heating and furnishings. The building was re-decorated inside and out with the addition of wall graphics and other changes that improve the customer experience.

The closure of the Community Hub to all trade due to the Covid-19 lockdown enabled the building works to go ahead without the restrictions that might otherwise have been needed. The results of the building works are therefore even better than were planned or expected. The board members all constantly contributed throughout the project and the end result is a lasting tribute to everyone involved. Tracking the orders and spends were a huge task, over and above the regular workload of the Parish Council. We would like to thank the Melbourn Parish Council for supporting and partnering the Hub so well through this very difficult process and with such a satisfactory results.

Outlook and the future – as this report goes to press the Covid-19 pandemic is receding, with the restrictions on social distancing, facemasks and other health measures largely phased out. The Community Hub looks forward to a bright future inside a refurbished building with increased capacity to provide high quality room hire and all the traditional services our customers have enjoyed in the past. A refreshed paid staff group led by a new Catering Manager is the basis for great optimism. The signs so far during 2022 are that the Hub will go from strength to strength with an improved range of services to both community organisations and commercial businesses.

MELBOURN COMMUNITY HUB MANAGEMENT GROUP

Directors' Report and Unaudited Accounts

Year Ended

30 September 2021

Company Number 08320569

Melbourn Community Hub Management Group

Accounts for the year ended 30 September 2021

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Melbourn Community Hub Management Group

General Information

Directors	John Travis (Chairman) Stephen Kilmurray Jonathan Berks Nicola Cross Emma Grant Graham Hales Clive Porter Jean Seers
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Registered office	30 High Street Melbourn Royston Hertfordshire SG8 6DZ
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Company number	08320569
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Melbourn Community Hub Management Group

Report of the Directors

The directors present their report and unaudited accounts for the year ended 30 September 2021.

Directors

The following directors have held office since 1 October 2020:

John Travis (Chairman)	(Appointed 22.02.17)
Stephen Kilmurray	(Appointed 22.02.17)
Clive Porter	(Appointed 20.02.17)
Graham Hales	(Appointed 22.02.17)
Nicola Cross	(Appointed 22.02.17)
Emma Grant	(Appointed 24.03.17)
Jean Seers	(Appointed 16.05.17)
Jonathan Berks	(Appointed 13.06.18)

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Directors' report and the accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year.

Under that law the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board on 6th April 2022, and has been prepared in accordance with the small companies regime of the Companies Act 2006.

By order of the board

John Travis (Director)

Melbourn Community Hub Management Group

Profit and Loss for the year ended 30 September 2021

	Note	2021 £	2020 £
Turnover		51,132	114,759
Cost of sales		(72,790)	(80,450)
		<hr/>	<hr/>
Gross profit/(loss)		(21,658)	34,309
Administrative expenses		(29,450)	(33,186)
Depreciation		(2,840)	(2,351)
		<hr/>	<hr/>
Profit/(loss) on ordinary activities before taxation		(53,948)	(1,228)
Taxation on profit on ordinary activities		-	-
Additional income		61,899	-
		<hr/>	<hr/>
Profit/(loss) for the financial year		<u>7,951</u>	<u>(1,228)</u>

The notes on pages 6 to 9 form part of these financial statements.

Melbourn Community Hub Management Group

Registered in England Company No: 08320569
Balance Sheet at 30 September 2021

	Note	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	3		51,996		3,287
Current assets					
Stocks		600		600	
Debtors	4	3,073		7,692	
Cash at bank and in hand		16,315		49,637	
		19,988		57,929	
Creditors: amounts falling due within one year	5	(6,703)		(17,364)	
Net current assets			13,285		40,565
Net assets			65,281		43,852
Capital and reserves					
Restricted and unrestricted grants			208,843		193,843
Other reserves			1,832		1,832
Profit and loss account			(145,394)		(151,823)
Members' Funds			65,281		43,852

For the year ending 30 September 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A – small entities.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year 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 companies subject to the small companies' regime of the Companies Act 2006.

The financial statements were approved by the board of directors on 6th April 2022 and were signed on its behalf by:-

John Travis - Director
Company registration number: 08320569

Melbourn Community Hub Management Group

Notes forming part of the financial statements for the year ended 30 September 2021

1 Accounting policies

These financial statements for the year ended 30 September 2021 comply with FRS 102 Section 1A small entities. The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

The accounts have been prepared under the historical cost accounting rules, modified to include the revaluation of certain assets.

Turnover

Turnover represents the amounts (excluding value added tax) derived from the provision of goods and services to customers during the year.

Pension costs

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	33.3% on cost
Fixtures, fittings & equipment	25% on cost

Stock

Stock is valued at the lower of cost and net realisable value.

2 Operating profit

	2021 £	2020 £
This is arrived at after charging:		
Depreciation of tangible fixed assets	2,840	2,351

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2021 (continued)

3 Tangible fixed assets

Plant and machinery

£

Cost or valuation

At 1 October 2020

16,314

Additions

51,549

At 30 September 2021

67,863

Depreciation

At 1 October 2020

13,027

Provision for year

2,840

At 30 September 2021

15,867

Net book value

At 30 September 2021

51,996

At 30 September 2020

3,287

4 Debtors

2021
£

2020
£

Trade debtors

2,607

5,852

Prepayments and accrued income

466

318

Other debtors

-

1,522

3,073

7,692

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2021 (continued)

5 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	10,815	8,612
Taxation and social security	(11,391)	(1,648)
Other creditors	1,800	5,077
Accruals and deferred income	5,479	5,323
	<u>6,703</u>	<u>17,364</u>

6 Employee Numbers

	2021	2020
The average number of persons employed by the company was	<u>6</u>	<u>7</u>

7 Additional information

The company is a private company, limited by guarantee and registered in England

Its registered number is: 08320569

Its registered office is:

30 High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2021 (continued)

Trading Profit and Loss account For the year ended 30 September 2021

Income		£	£
Donations			1,000
			<u>1,000</u>
Café sales			34,896
Room rental	Commercial and Community		989
	Parish Council		13,244
Other Income			986
Bank Interest			17
Total Income			<u>51,132</u>
Cost of Café Sales			
Supplies		15,876	
Staff costs		56,914	
			72,790
Gross profit/(loss)			<u>(21,658)</u>
Expenses			
Staff costs		2,116	
Advertising and marketing		1,063	
Bank and card charges		861	
Equipment Leasing		1,400	
IT costs		3,043	
Insurance		844	
Light, heat, water		3,144	
Waste management		902	
General maintenance and cleaning supplies		9,269	
Office expenses		4,574	
Professional fees		1,529	
Sundry expenses		705	
			<u>29,450</u>
Trading profit/(loss) for the year			<u>(51,108)</u>
Depreciation			(2,840)
Net profit/(loss) for the year			<u>(53,948)</u>

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2021 (continued)

Trading Profit and Loss account For the year ended 30 September 2021 (continued)

	£	£
Net profit/(loss) brought forward		(53,948)
Additional income		
Government Covid Grants	36,757	
JCR Scheme	25,142	
	<hr/>	61,899
Total profit/loss for the year		<hr/> <hr/> 7,951

S SELKIRK MAAT
Accountant

56 Browning Close
Royston
SG8 7EY

Melbourn Community Hub Management Group

**Independent Examiner's Report to Melbourn Community Hub
Management Group**

I report on the accounts of the Melbourn Community Hub Management Group for the year ended 30 September 2021

Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <p>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.</p>
Basis of independent examiner's statement	<p>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 a consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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.</p>

Independent Examiner's statement	<p>In connection with my examination, no matter has come to my attention</p> <ol style="list-style-type: none"> 1. which gives me reasonable cause to believe that in any material respect, the requirements to keep accounting records in accordance with section 130 of the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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 reached

S Selkirk MAAT
12 July 2022