

## **Melbourn Community Hub Management Group**

### **Annual Report 2022**

This report covers the first full year of trading after the interruptions to both normal life and business that resulted from the COVID-19 pandemic. The results showed a steady improvement over the 12 months. There were clear signs that customer confidence was beginning to return by the close of the financial reporting period at 30 September 2022.

Our Board of Directors was subject to some changes with a number of long-serving members deciding to retire. An advertised programme asking for new directors resulted in the appointment of one excellent new person, supported by one or two other key individuals who work closely alongside the director team. The spread of skills remains comprehensive with no significant gaps.

#### **The Staff Team**

The Staff Team underwent a significant revamp with only one of the original catering team remaining, under a new and very effective catering manager. This improvement to the catering resource is considered a key reason for the now growing trade.

The cleaning function has also been re-staffed and much improved, this now being a truly complementary service to both café and other building services.

#### **The Community Library**

The Community Library has been revitalised with increasing numbers of borrowers, the planning of in-person author evenings alongside other book events, particularly some aimed at younger readers. The changes made in 2021 to desk and admin spaces have also been successfully accommodated.

#### **Room Hire**

Room Hire was worryingly very slow in returning the levels seen pre-pandemic. The pattern is thought to relate to both a partial permanent move to home working and also personal habit changes following the repetitive lockdowns. This picture is being rapidly reversed through advertising and customer partnerships.

#### **Volunteers**

Volunteers remain the lifeblood of the Hub and we continue to receive and support all new applications to help us out. Both café and library rely heavily on this vital resource and our profound thanks go out to this group for what they do. The year was also notable for the number of Work Experience placements and Duke of Edinburgh students that were satisfied.

#### **Events**

Events again provided highlights during the year after a long absence forced by the pandemic. Notable was the celebration of the Queen's Platinum Jubilee on the 5<sup>th</sup> June. A joint participation between the Hub, the Parish Council and the Fete Committee resulted in the best-attended and most successful public event held at the Hub. More than 600 people enjoyed a very special day. A healthcare launch event was another landmark, as the Hub announced its partnership with the local health care network and the NHS vaccination service. We anticipate that the healthcare provision from the Hub will become very important and a significant factor in the community services provided by the Hub.

Art continues to be a popular feature with different local artists queuing to display their work on our gallery wall each month.

#### Marketing and Promotion

Marketing and Promotion has been strengthened with a refreshed brand design to reflect the Hub's current image and is used across all marketing and information platforms. Increased social media presence, leafleting to promote our events and services, plus regular articles for a wider range of local publications have all successfully contributed to increased demand for our services. The Hub's website has also been significantly enhanced with the focus on the new brand image, easier navigation for customers and access to current news and events.

#### The Future Outlook

The Future Outlook can be determined with more certainty now that we are well into a new trading year. The optimistic signs seen in the previous year have been amplified and confirmed. The staff changes and the policy of 'training for flexibility' are making a noticeable impact on the ability to meet customer demands. Healthcare delivery has become a central feature of our strategy and the next year will chart this increasingly important aspect of the Hub service to the community.

## **Melbourn Community Hub Management Group**

### **Reserves Policy**

#### **1. General Policy**

The Reserves should provide an organisation with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future.

The charitable objectives of this company are to assist in the provision of a village community hub building and to manage its operations with the object of improving the conditions of life and social welfare of the inhabitants or visitors to the Parish of Melbourn.

The facilities include the provision of a public library, the Parish Council Office, an Information Point, and rooms available for Health and Social Welfare organisations.

#### **2. Sources of Income**

90% of the present income received is from the two trading sources, the cafeteria and the letting of rooms. The remaining 10% comes from public grants and private donations. It is not foreseen that there should be a significant reduction in either sources in the foreseeable future.

#### **3. Funds and Reserves**

The Company maintains accounts at two banks. All income received and expenses paid are made through the two current accounts, and the balance on these is generally about £15,000, and this is considered adequate to meet the daily requirements of the company.

At January 2023 in addition to the current accounts, there was a balance of £37,000 in a Reserve account and £7,500 in an account designated to receive donations.

#### **4. Expenditure**

The premises were completed in 2014 and structurally remain in excellent condition. It is not foreseen that there is a need for any major expenditure in the foreseeable future – in any event any major building repairs/alterations would be the responsibility of Melbourn Parish Council, the owners of the building.

In the year ended 30 September 2022, approximately 90% of the total expenditure of the Company related to the two trading sources.

#### **5. Value of Reserves**

In the extremely unlikely event of the termination/suspension of the trading income, the directors consider that the Company should maintain a Reserve of £25,000 to be able to keep open The Hub to be able to provide the facilities mentioned above. This reserve would cover the cost of laying off the present employees and the termination of certain contracts, and would provide sufficient funds to cover the running costs of the premises for a period of 6 months.

#### **6. Review of Reserves**

The Directors should review the level of Reserves on an annual basis.



# **MELBOURN COMMUNITY HUB MANAGEMENT GROUP**

Directors' Report and Unaudited Accounts

Year Ended

30 September 2022

Company Number 08320569

# Melbourn Community Hub Management Group

Accounts for the year ended 30 September 2022

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# Melbourn Community Hub Management Group

## General Information

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<b>Directors</b>	John Travis (Chairman) Stephen Kilmurray Jonathan Berks Linsey Craike Graham Hales Jean Seers
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<b>Registered office</b>	30 High Street Melbourn Royston Hertfordshire SG8 6DZ
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<b>Company number</b>	08320569
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# Melbourn Community Hub Management Group

## Report of the Directors

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The directors present their report and unaudited accounts for the year ended 30 September 2022.

### Directors

The following directors have held office since 1 October 2021:

John Travis (Chairman)	(Appointed 22.02.17)
Stephen Kilmurray	(Appointed 22.02.17)
Clive Porter	(Resigned 11.11.21)
Graham Hales	(Appointed 22.02.17)
Nicola Cross	(Resigned 29.09.22)
Emma Grant	(Resigned 27.04.22)
Jean Seers	(Appointed 16.05.17)
Jonathan Berks	(Appointed 13.06.18)
Linsey Craike	(Appointed 29.09.22)

### 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 30th March 2023, 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 2022

	Note	2022 £	2021 £
<b>Turnover</b>		164,003	51,132
Cost of sales		(130,880)	(72,790)
<b>Gross profit</b>		33,123	(21,658)
Administrative expenses		(34,353)	(29,450)
Depreciation		(3779)	(2,840)
<b>Profit/(loss) on ordinary activities before taxation</b>		(5,009)	(53,948)
Taxation on profit on ordinary activities		-	-
Additional income	<b>3</b>	7,702	61,899
<b>Profit/(loss) for the financial year</b>		2,693	7,951

The notes on pages 6 to 10 form part of these financial statements.

# Melbourn Community Hub Management Group

Registered in England Company No: 08320569  
Balance Sheet at 30 September 2022

	Note	2022 £	2022 £	2021 £	2021 £
<b>Fixed assets</b>					
Tangible assets	4		40,636		51,996
<b>Current assets</b>					
Stocks		600		600	
Debtors	5	6,278		3,073	
Cash at bank and in hand		54,757		16,315	
		61,635		19,988	
<b>Creditors: amounts falling due within one year</b>	6	(14,664)		(6,703)	
<b>Net current assets</b>			46,971		13,285
<b>Net assets</b>			87,607		65,281
<b>Capital and reserves</b>					
Restricted and unrestricted grants			230,375		208,843
Other reserves			8		1,832
Profit and loss account			(142,776)		(145,394)
<b>Members' Funds</b>			87,607		65,281

For the year ending 30 September 2022 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 30<sup>th</sup> March 2023 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 2022

### 1 Accounting policies

These financial statements for the year ended 30 September 2022 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 reducing basis

#### Stock

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

### 2 Operating profit

	2022 £	2021 £
This is arrived at after charging:		
Depreciation of tangible fixed assets	3,779	2,840

### 3 Additional income

	2022 £	2021 £
Government covid grants	2,667	36,757
Job Retention scheme	-	25,142
Insurance business interruption	5,035	-
	7,702	61,899

# Melbourn Community Hub Management Group

Notes forming part of the financial statements  
for the year ended 30 September 2022 (continued)

## 4 Tangible fixed assets

Property  
fixtures  
and  
equipment

£

*Cost or valuation*

At 1 October 2021

67,863

Additions

4,477

Disposals

(12,058)

At 30 September 2022

60,282

*Depreciation*

At 1 October 2021

15,867

Provision for year

3,779

At 30 September 2022

19,646

*Net book value*

At 30 September 2022

40,636

At 30 September 2021

51,996

## 5 Debtors

2022  
£

2021  
£

Trade debtors

5,286

2,607

Prepayments and accrued income

992

466

6,278

3,073

# Melbourn Community Hub Management Group

Notes forming part of the financial statements  
for the year ended 30 September 2022 (continued)

## 6 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	6,465	10,815
Taxation and social security	2,720	(11,391)
Other creditors	-	1,800
Accruals and deferred income	5,479	5,479
	<u>14,664</u>	<u>6,703</u>

## 7 Employee Numbers

	2022	2021
The average number of persons employed by the company was	<u>8</u>	<u>6</u>

## 8 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 2022 (continued)

## Trading Profit and Loss account For the year ended 30 September 2022

Income		£	£
Donations			5,784
			<u>5,784</u>
Café sales			122,869
Events income			8,318
Room rental	Commercial and Community Parish Council		13,630
			13,400
Bank Interest			2
<b>Total Income</b>			<u>164,003</u>
<b>Cost of Café Sales</b>			
Supplies		43,409	
Staff costs		84,229	
Collection charges		3,242	
			130,880
<b>Gross profit/(loss)</b>			<u>33,123</u>
<b>Expenses</b>			
Advertising and marketing		2,242	
Bank charges		154	
IT costs		2,964	
Insurance		991	
Light, heat, water		11,554	
Waste management		1,383	
General maintenance and cleaning supplies		8,552	
Office expenses		4,270	
Professional fees		1,793	
Sundry expenses		450	
			<u>34,353</u>
<b>Trading profit/(loss) for the year</b>			<u>(1,230)</u>
<b>Depreciation</b>			(3,779)
<b>Net profit/(loss) for the year</b>			<u>(5,009)</u>

# Melbourn Community Hub Management Group

Notes forming part of the financial statements  
for the year ended 30 September 2022 (continued)

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## Trading Profit and Loss account For the year ended 30 September 2022 (continued)

	£
<b>Net profit/(loss) brought forward</b>	(5,009)
<b>Additional income</b>	
Government Covid Grants	2,667
Other income	5,035
<b>Total profit/loss for the year</b>	<hr/> 2,693 <hr/>

**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 2022

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"> <li>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</li> <li>2. To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts reached</li> </ol>

S Selkirk MAAT  
4 July 2023