

Melbourn Community Hub Management Group

Annual Report 2023

This report records the sustained progress made since last year in every aspect of the Hub business. As with the previous year there was a steady improvement in trading income together with a very satisfactory expansion of services to the community. The outcome was the first proper annual trading surplus since the Hub opened in 2014.

The Board of Trustees

Our Board of Trustees was unchanged from the prior year. The confidence and experience now shown by this group is undoubtedly a key factor driving the overall success of the Hub enterprise. The Trustees also continue to derive direct support from an additional core of key individuals without whom the business outcomes would be very different.

The Staff Team

The Staff team was further strengthened under the continuing leadership of our Catering Manager. The staff group has developed into a well-motivated and very reliable unit. Average café sales have increased by approximately 50% compared to the immediate post pandemic period. The catering team have dealt professionally with this challenge.

The Community Library

The Community Library continues to form a crucial element to the Hub portfolio of services. Volunteering for the Library is very popular with a team of almost 20 delivering routine lending services alongside in-person author events. This function is securely funded and consequently able to regularly refresh book stocks, retaining the interests of both young and older borrowers.

Room Hire

Room Hire was slow to recover from the pandemic. However, the last year has seen a marked improvement. Partnership with the Meridian Primary Care Network allowed formalisation of the Health at The Hub project. A decision was taken to dedicate one ground floor meeting room for medical use, equipping this space to meet the needs of the NHS. The resulting block-booking provides a basic income platform to which other room hire revenue is added. Securing and increasing crucial links with the local GP practices has become a priority. The very positive impact of delivering community healthcare services from the Hub is recognised by both patients and clinicians.

Volunteers

Volunteers remain the lifeblood of the Hub business model. Recruitment of café volunteers during the past year has proven more difficult for some reason and has not kept pace with process of normal turnover. This shortfall is being addressed. However, the Hub has welcomed a notable number of young people this year to carry out Work Experience placements and volunteering for Duke of Edinburgh awards.

Public Events provided some spectacular highlights during the year. The Coronation of King Charles III gave an excuse for a Hub Street Party. This was a major success resulting from wonderful teamwork with Melbourn Parish Council and crucial support from other Melbourn community organisations.

A Customer Satisfaction Survey was carried out in some depth with very satisfying results. Of those surveyed 97% stated they would recommend the Hub to others. It was also a great opportunity to seek ideas from the community on the ways that the Hub can provide even more benefits to the locality in line with our charitable objects.

The Future Outlook

The Future Outlook remains optimistic. Management processes are becoming more finely tuned and more effective. Trading levels continue to increase. Services are expanding, particularly with the now proven healthcare offer through the Hub's partnership with the Meridian Primary Care Network.

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

95% of the present income received is from the two trading sources, the cafeteria and the letting of rooms. The remaining 5% 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 September 2023 in addition to the current accounts, there was a balance of £58,000 in a Reserve account. Since that date, £30,000 has been placed on a Two-Year Fixed Deposit account to be held as a special reserve (see below) and the balance transferred to a Ready Access reserve account.

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 2023, 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 £30,000 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 2023

Company Number 08320569

Melbourn Community Hub Management Group

Accounts for the year ended 30 September 2023

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Melbourn Community Hub Management Group

General Information

Directors	John Travis (Chairman) Stephen Kilmurray Jonathan Berks Linsey Craike Graham Hales 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 2023.

Directors

The following directors have held office since 1 October 2022:

John Travis (Chairman)	(Appointed 22.02.17)
Stephen Kilmurray	(Appointed 22.02.17)
Graham Hales	(Appointed 22.02.17)
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 29 February 2024, 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 2023

	Note	2023 £	2022 £
Turnover		254,920	164,003
Cost of sales		(194,654)	(130,880)
		<hr/>	<hr/>
Gross profit		60,266	33,123
Administrative expenses		(42,344)	(34,353)
Depreciation		(3,949)	(3,779)
		<hr/>	<hr/>
Profit/(loss) on ordinary activities before taxation		13,973	(5,009)
Taxation on profit on ordinary activities		-	-
Additional income	3	-	7,702
Interest received		620	-
		<hr/>	<hr/>
Profit/(loss) for the financial year		14,593	2,693
		<hr/>	<hr/>

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 2023

	Note	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	4		42,070		40,636
Current assets					
Stocks		900		600	
Debtors	5	4,623		6,278	
Cash at bank and in hand		77,834		54,757	
		83,357		61,635	
Creditors: amounts falling due within one year	6	(21,511)		(14,664)	
Net current assets			61,846		46,971
Net assets			103,916		87,607
Capital and reserves					
Restricted and unrestricted grants			230,375		230,375
Other reserves			1,724		8
Profit and loss account			(128,183)		(142,776)
Members' Funds			103,916		87,607

For the year ending 30 September 2023 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 29 February 2024 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 2023

1 Accounting policies

These financial statements for the year ended 30 September 2023 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

	2023 £	2022 £
This is arrived at after charging:		
Depreciation of tangible fixed assets	3,949	3,779

3 Additional income

	2023 £	2022 £
Government covid grants	-	2,667
Insurance business interruption	-	5,035
	-	7,702

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2023 (continued)

4 Tangible fixed assets

Property fixtures and equipment

£

Cost or valuation

At 1 October 2022

60,282

Additions

5,383

At 30 September 2023

65,665

Depreciation

At 1 October 2022

19,646

Provision for year

3,949

At 30 September 2023

23,595

Net book value

At 30 September 2023

42,070

At 30 September 2022

40,636

5 Debtors

2023

£

2022

£

Trade debtors

4,071

5,286

Prepayments and accrued income

552

992

4,623

6,278

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2023 (continued)

6 Creditors: amounts falling due within one year

	2023 £	2022 £
Trade creditors	5,956	6,465
Taxation and social security	9,760	2,720
Other creditors	150	-
Accruals and deferred income	5,645	5,479
	<hr/>	<hr/>
	21,511	14,664
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7 Employee Numbers

	2023	2022
The average number of persons employed by the company was	8	7
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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 2023 (continued)

Trading Profit and Loss account For the year ended 30 September 2023

Income		£	£
Donations			9,019
Café sales			194,843
Events income			4,027
Room rental	Commercial and Community Parish Council		33,181
			13,850
Interest			620
Total Income			<u>255,540</u>
Cost of Café Sales			
Supplies		72,695	
Staff costs		118,516	
Collection charges		3,443	
			(194,654)
Gross profit/(loss)			<u>60,886</u>
Expenses			
Advertising and marketing		1,272	
Bank charges		173	
IT costs		3,407	
Insurance		1,083	
Light, heat, water		13,959	
Waste management		2,403	
General maintenance and landscaping		13,018	
Office expenses		4,515	
Professional fees		2,088	
Sundry expenses		426	
			<u>(42,344)</u>
Trading profit/(loss) for the year			<u>18,542</u>
Depreciation			(3,949)
Net profit/(loss) for the year			<u>14,593</u>

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 2023

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
19 July 2024