

Charity Registration No. 1156595

THE HUMMINGBIRD CENTRE
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2021

THE HUMMINGBIRD CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr Paul Harris	
	Mrs Mechelle Harris	
	Mrs Lynn Pratt	
	Mr Alan Wastie	
	Dr Robin Fox	
	Mr Steven Neasham	
	Ms R Booth	(Appointed 10 March 2020)
Charity number	1156595	
Principal address	Grange Courtyard	
	Station Road	
	Launton	
	Bicester	
	Oxon	
	OX26 5DX	
Independent examiner	Whitley Stimpson Limited	
	Claremont House	
	1 Market Square	
	Bicester	
	Oxon	
	OX26 6AA	

THE HUMMINGBIRD CENTRE

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THE HUMMINGBIRD CENTRE

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JANUARY 2021

The trustees present their report and financial statements for the year ended 31 January 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 and "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 2015)"

Objectives and activities

As stated in our constitution, our objectives are "To relieve the mental and physical sickness of persons resident in the area of Bicester diagnosed with a form of cancer by the provision of counselling and support for such persons and their families".

Finding out you have cancer is frightening, overwhelming and life changing. Nobody should feel alone. The increasing population in Bicester and the surrounding villages means a local centre supporting those affected by cancer is more important than ever.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding which activities the charity should undertake and in planning our activities for the year, we have kept in mind the Charity Commission's guidance on public benefit.

Now in its seventh year, The Hummingbird Centre has continued to offer support, complementary therapy, counselling services, and friendship to people affected by cancer in the Bicester area. The initial range of activities provided when we opened in 2014 continue to be well-received and welcomed by our guests. Providing these core activities has remained our focus, but we have also looked to add new ones in response to guest feedback and with the availability additional services.

Fundamentally, The Hummingbird Centre's focus is unchanged: to create a place to meet, get information, be pampered and have fun; a place in which to relax, escape daily life pressures, and have the opportunity to talk to others – providing practical and emotional support.

We have an inclusive equality and diversity policy – welcoming all people, regardless of background, race, faith, gender or personal circumstances.

Throughout the previous year, the Bicester community has continued providing valuable support, encouragement, and inspiration. We feel very much part of the local community. Support has come via many ways: financial donations and fundraising, encouraging those affected by cancer to visit us, providing equipment and services to enable an increasing range of activities and interests to be catered for, and the provision of free transport services (enabling our guests to travel to and from the centre). We would like to thank everyone who has supported us.

Our team of volunteers make a huge contribution. We are very grateful to them for the many hours spent listening and supporting our guests, for their enthusiasm and passion in promoting the centre, and their support with the various fund-raising activities. Without this valuable contribution of time, energy, and expertise – we would not have been able to achieve so much.

We believe The Hummingbird Centre is well established in the local community, Oxfordshire and in the adjacent counties of Buckinghamshire and Berkshire. We continue to raise awareness of the available help for those affected by cancer and, most importantly, have provided a valuable support service to an increasing number of guests during the year.

THE HUMMINGBIRD CENTRE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

Achievements and performance

As in previous years' reports, it's very evident there is a strong demand from the local community and further afield for the support services we were providing. We have seen a continual increase in the number of guests attending and contacting The Hummingbird Centre.

We continue to offer our services four days a week. This can only be achieved through the support of our volunteers. Our volunteer team over the years has increased and now stands at over 70. We have a counselling team of 25 all of whom bring an array of counselling skills to The Hummingbird Centre, we do take on trainee counsellor placements which enables the individuals to grow in confidence and gain the skills of a counsellor.

March 2020 saw a change in the way The Hummingbird Centre supported those affected by cancer and living with cancer due to the COVID-19 Pandemic.

Prior to the first national lockdown we made the decision to close The Hummingbird Centre premises to protect our guests and volunteers. Overnight the dynamics of The Hummingbird Centre changed, and we had to adapt to how we supported our guests. For example, we trained our team of Counsellors to carry out counselling support on line. A stringent approval system was established by the team leaders to ensure the necessary training had been completed before the support could be provided.

Regular peer support meetings took place via video conference and The Hummingbird Centre continued to support the counselling team with their supervision as the demand for these services continued to grow the longer we dealt with lockdown and the forever changing ways in which had to live our lives.

The team was expanded and a Child Counsellor who supports children from the age of 10-14, joined the team. We also supported the children by holding weekly "Sing A Long" sessions, this enabled the children to have singing/coaching lessons, they then sang the songs of their choice this enabled children who may have been isolated to have the opportunity to meet others.

Whilst adhering to the government guidelines, we were still able to support children and adults via Equine Therapy (working with horses) and provision of this service increased as this replaced the support that they would have received if physically attending The Hummingbird Centre.

The Hummingbird Centre and the Equine Therapy Centre established a set of procedures that not only sought to maintain the safety of our guests (to the best of abilities) it also ensured we were compliant with Government Guidelines. We provided guests with personal protection equipment prior to attending the therapy. The Equine centre was also confirmed "Fit to Practice" by Cherwell District Council, this meant that activities could practice in accordance with Government Guidelines due to it being outside. The feedback from the guests that used this service has been very positive.

A number of our volunteers continued to offer their time to support those who needed us by coming up with a plethora of ideas via Social Media, being Facebook, Twitter, Instagram, YouTube all of which showed crafting ideas, Complementary Treatments which you could do from home, Relaxation/Meditation Classes as well as a weekly chat group which enabled our guests to mix with each other virtually. Every other Sunday our local Chaplin would record and deliver a Moment of Reflection, One of our Counsellors launched a weekly "Top Tips" article, which covered simple tips on how to cope. Man Motivational Monday's was also launched on a bi-weekly basis with thoughts and tips for the men to encourage engagement.

Phone lines and emails continued to be answered as an increased number of people contacted The Hummingbird Centre for support.

During October to December, prior to the second national lockdown The Hummingbird Centre were asked if we could support the Lymphatic Drainage Team at the local Oxford Hospital, with some treatments to help ease waiting times.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

Our Complementary Therapists qualified in this treatment agreed to be additionally trained by the local medical teams to ensure compliance with PPE & cleaning procedures were met. We appointed a Business Strategic Manager who helped set up procedures to enable us to operate in accordance with Government Guidelines, The Holistic Building became COVID compliant, all guests received a Welcome Pack on how we would operate as well as their own PPE pack.

The services were well received by all who attended the appointments.

In November, we launched our Creative Writing Competition, sponsored by a number of local companies, who all donated prizes for the 3 winning categories. We had 135 entrants, 3 Professional writers, gave their time to judge the entries and one of the judges offered to hold some virtual 1:1 classes for anyone who wanted to gain further knowledge on what made a good piece of writing. Given the level of interest in this competition we will look to repeat this in future years.

December saw the launch of our Hummingbird's Virtual Choir – singing Stand by Me, the choir called themselves "The Hummingbird Centre Voices of The Community", people had the choice to sing, mime, dance or send a message which was then streamed live for our virtual Light the Light event early December. BBC Radio Oxford featured our choir Christmas Eve as part of their Community Christmas Show.

We continue to remain extremely grateful to our volunteers for their time, energy and commitment they provide for, and to, our guests.

Fund raising by ourselves and others within the community was very restricted and has impacted the level of income we have received. We are very grateful to the donations made to us, many donors (private and local companies) using innovative ways to raise funds, it is impossible to mention all of the events held and challenges endured on our behalf – from craft stall sales, Step A Thon Challenges, Virtual on-line raffles to donations for using outside "Pods" to dine at a local coffee shop.

Donations in memory of loved ones have been particularly inspiring.

We continue to promote "Become a Friend of The Hummingbird Centre", whereby regular financial donations are committed to us. The number of these donations has de-created during the year, due to economic changes brought about by COVID, however we remain very grateful to our "Friends" for their ongoing support.

We recognise that the Bicester business community, private and corporate have had to adapt and manage themselves through the pandemic, we remain very grateful for the continued support of The Hummingbird Centre.

The trustee board meets regularly. There is a good balance of skills and experience, a feature that is considered important to ensure we continue to drive The Hummingbird Centre forward and to enable the key stakeholders of the charity to be represented at trustee level.

We continue to be humbled by the many positive endorsements from those that have continued to be support by The Hummingbird Centre during a very challenging and changing time, its been very apparent that, whilst our doors have been closed the support that is provided has been valued by our guests and it is always encouraging to receive the positive feedback.

THE HUMMINGBIRD CENTRE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

Financial review

Our source of funds has come from private and corporate donations, fundraising activities, and grants. The majority of the income is applied to the running costs and promotion of the centre, maintaining the premises, overheads and equipment.

Due to the impact of the COVID-19 Pandemic our income reduced significantly. Our income was less than half of what we had received in the previous year. With most of our expenditure related to premises costs we have commitments in respect of the three premises and we ensured these commitments were met. In light of the reduced income we naturally reviewed our expenditure critically to ensure costs were minimised where appropriate and priority was given to expenditure that enabled our services to our guests to be continued.

Our policy to maintain unrestricted reserves at a level equivalent to twelve months expenditure has enabled us to adapt to the changing operational environment, with much reduced opportunities to generate income and continue to support our guests and meet our commitments.

Our main expenditure is connected to our premises on items such as rent, insurances, utilities, and general maintenance. We have provided a range of guests events, as previously reported, including counselling and equine therapy. These costs are covered by The Hummingbird Centre.

Income is from a variety of sources, including, corporate, private and online donations, grants, gift aid and a range of fund-raising events, all sources of income were significantly lower than in our previous year. We received a legacy of £5,062.

Whilst we reduced our expenditure in the period, at £79,569 it exceeded our income of £56,416. This has resulted in a reduction in our reserves of £23,153 to £110,662.

£14,255 of these reserves are restricted funds. £96,407 are unrestricted funds. These funds are held in order to meet future expenditure. We aimed to hold at least £90,000 in reserves at the year end.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to twelve months expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. Despite the challenges faced due to the COVID-19 Pandemic, this level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to major risks.

THE HUMMINGBIRD CENTRE

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

Plans for the future

Our primary focus is to enable the safe re-opening of The Hummingbird Centre for our volunteers and guests. Detailed plans have been prepared and will be thoroughly and regularly reviewed by the trustees. We will continue to invest in our volunteers, particularly in training to manage the "post-pandemic" operating requirements.

We are cognisant that income opportunities may continue to be challenging in the coming period as our ability to hold fundraising events is likely to be restricted. We will need to continue to monitor expenditure closely.

Our future development will always be driven by the guests who attend the centre. We continue to encourage and seek feedback from them and the provision of services and activities will be in response to their suggestions.

It is important to maintain the profile of The Hummingbird Centre within the local community. This is a continual process and we will actively seek to raise awareness, attend presentations and local events when the opportunities arise, and seek to bring the community of Bicester and all the communities in which we work together. We will also give consideration to offering our services wider than the Bicester area.

We wish to further develop the already good links with the medical professionals in Bicester, Oxfordshire, Buckinghamshire and Berkshire, we need to continue to give them confidence to recommend people affected by cancer to The Hummingbird Centre.

Structure, governance and management

The charity was established as a Charitable Incorporated Organisation (CIO) on 22 January 2014.

The trustees who served during the year were:

Mr Paul Harris
Mrs Mechelle Harris
Mrs Lynn Pratt
Mr Alan Wastie
Dr Robin Fox
Mr Steven Neasham
Ms R Booth

(Appointed 10 March 2020)

The trustees' report was approved by the Board of Trustees.



Mr Steven Neasham

Trustee

Dated: 10TH August 2021

THE HUMMINGBIRD CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE HUMMINGBIRD CENTRE

I report to the trustees on my examination of the financial statements of The Hummingbird Centre (the charity) for the year ended 31 January 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.



Mrs V A Ireson FCCA
Whitley Stimpson Limited
Claremont House
1 Market Square
Bicester
Oxon
OX26 6AA

Dated: 13 August 2021

THE HUMMINGBIRD CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JANUARY 2021

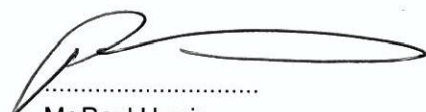
		Unrestricted 2021	Restricted funds	Total 2021	Total 2020
	Notes	£	£	£	£
<u>Income</u>					
Donations and fundraising	2	36,078	-	36,078	102,826
Grants received	3	20,200	-	20,200	20,500
Investments	4	138	-	138	402
Total income		56,416	-	56,416	123,728
<u>Expenditure on:</u>					
Charitable activities	5	76,371	2,745	79,116	104,985
Other	8	453	-	453	3,748
Total resources expended		76,824	2,745	79,569	108,733
Net (expenditure)/income for the year/ Net movement in funds		(20,408)	(2,745)	(23,153)	14,995
Fund balances at 1 February 2020		116,815	17,000	133,815	118,820
Fund balances at 31 January 2021		96,407	14,255	110,662	133,815

THE HUMMINGBIRD CENTRE

STATEMENT OF FINANCIAL POSITION AS AT 31 JANUARY 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Cash at bank and in hand		110,662		133,815	
Net current assets			110,662		133,815
Income funds					
Restricted funds			14,255		17,000
Unrestricted funds			96,407		116,815
			110,662		133,815

The financial statements were approved by the Trustees on and are signed on its behalf by:



Mr Paul Harris
Trustee



Mr Steven Neasham
Trustee

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2021

1 Accounting policies

Company information

The Hummingbird Centre is a Charitable Incorporated Company (CIO).

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

1.2 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

1.3 Incoming resources

Income is included in the financial statements as it is received.

1.4 Resources expended

Expenses are included in the financial statements as they are paid.

Expenses include VAT where applicable as the charity cannot reclaim it.

1.5 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

2 Donations and fundraising

	2021	2020
	£	£
Legacies	5,062	-
Donations and gifts	29,680	64,117
Fundraising	1,336	38,709
	<u>36,078</u>	<u>102,826</u>
Donations and gifts		
Private donations	9,160	11,352
Gift aid	1,764	8,447
Corporate donations	11,492	24,528
Online donations	4,581	17,480
Collection boxes	2,420	1,369
Cash donations	263	(941)
	<u>29,680</u>	<u>64,117</u>

3 Grants received

	2021	2020
	£	£
Grants received	<u>20,200</u>	<u>20,500</u>
Analysis by fund		
Unrestricted funds	<u>20,200</u>	
For the year ended 31 January 2020		
Unrestricted funds		3,500
Restricted funds		17,000
		<u>20,500</u>

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

4 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	138	402

5 Charitable activities

	Unrestricted Funds Expenditure	Restricted Funds Expenditure	Total 2021	Total 2020
	£	£	£	£
Rent	44,723	-	44,723	50,428
Utilities	6,095	-	6,095	6,824
Insurance	1,818	-	1,818	1,766
Advertising, marketing and printing	2,255	-	2,255	1,392
Repairs and maintenance	2,412	-	2,412	3,946
Postage and office supplies	2,453	-	2,453	1,524
Telephone	1,629	-	1,629	1,673
Licences	329	-	329	797
Training and development	7,002	-	7,002	7,707
Consumables	3,412	-	3,412	4,296
Fundraising event costs	295	-	295	8,080
Volunteer expenses	864	-	864	5,410
Guest events	1,985	2,745	4,730	8,310
Professional fees	720	-	720	1,628
Bank charges	47	-	47	379
Volunteer entertaining	332	-	332	825
	76,371	2,745	79,116	104,985
	76,371	2,745	79,116	104,985
Analysis by fund				
Unrestricted funds	76,371	-	76,371	104,985
Restricted funds	-	2,745	2,745	-
	76,371	2,745	79,116	104,985

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, and in addition there was no reimbursement of travelling expenses.

THE HUMMINGBIRD CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JANUARY 2021

7 Employees

There were no employees during the year.

8 Other

	2021	2020
	£	£
Equipment purchases	453	3,748
	<u>453</u>	<u>3,748</u>
Analysis by fund		
Unrestricted funds	453	3,748
Restricted funds	-	-
	<u>453</u>	<u>3,748</u>

9 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020
	£	£	£	£	£
Fund balances at 31 January 2021 are represented by:					
Current assets/ (liabilities)	96,407	14,255	110,662	116,815	133,815
	<u>96,407</u>	<u>14,255</u>	<u>110,662</u>	<u>116,815</u>	<u>133,815</u>

10 Related party transactions

During the year no amounts were paid to related parties. (2020 - £1,641)