

St Michael's Centre (Bishops Cleeve)

Trustees Annual Report

Year ending 31st December 2020.

Charity Number 1157088

Company Number 8846877
(Company Limited by Guarantee)

stmichaelscentrebc.co.uk

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1. Administrative Information

Charity name: St Michael's Centre (Bishop's Cleeve)

Charity registration number: 1157088

Registered: 16th May 2014

Company registration number: 8846877

St Michael's Centre owns the premises at: St Michael's Centre, School Road, Bishop's Cleeve, GL52 8BA

Registered office and operational address: St Michael's Centre, St Michael's Hall, School Road, Bishop's Cleeve, GL52 8BA.

2. Objectives and Activities of St Michael's Centre

The charitable objectives of St Michael's Centre (Bishop's Cleeve) are based around three areas of activity.

Objective 1: To support the provision of Christian education to the public.

Objective 2: To provide facilities for recreational activities, particularly in relation to community activities.

Objective 3: To deliver outreach work to support those within our community who may be vulnerable, isolated and/or marginalised.

Operational objectives for the medium term, agreed by the Trustees, were as follows:

- a. To ensure that the management of the Centre has the necessary skills and experience.
- b. To ensure that sufficient funds are available to run the charity and implement its infrastructure plan.
- c. To complete our long-term plan to improve the building infrastructure so that the Centre's charitable objectives could be expanded and met more effectively.
- d. To consolidate and expand current activities which already fall within the Charitable Objectives.

3. Achievements, Performance and Future Objectives

St Michael's Centre Achievements 2020:

The Charity managed to complete most of its 2020 objectives. Where we could not make progress because of the Coronavirus Pandemic we transferred the objective to 2021.

1/20. Community: To support the efforts of Bishop's Cleeve Parish Council whenever possible and appropriate to our Charity's objectives with updates to be given at Trustees' meetings. Existing commitments:

- To Provide a venue and volunteers for Youth Council tea party for the elderly - *complete*
- Village Open Day – *complete supplied volunteers to help run stalls*
- Bishop's Cleeve in Bloom – *deferred to 2021*

2/20 Building Development:

- Complete window replacement project Summer by end of 2020 – raised finance to replace all The Centre windows with only the *Office still outstanding to 2021*.
- Purchase 12 replacement large tables for main hall by December 2020 – *deferred to 2021*

3/20 Building Maintenance:

- To review the recommendations in the 2019 Building Condition Report and seek the approval of Trustees for an implementation plan – *deferred to 2021*
- To set up implement a minor works schedule – *priority areas addressed others deferred to 2021*
- To commission Philip Belchere, Conservation Architect + our roofing contractor to undertake survey of west roof and wings to assess condition and make recommendations – *deferred to 2021*

4/20 Streamline Booking System:

- Look for efficiencies to made in the current system to improve and simplify the booking and invoicing processes – *reviewed and improved system. Introduced Covid Secure procedures.*

5/20 Environmental impact:

- To look for ways that the Centre can reduce its negative environmental impact and respond to local targets e.g. those set by Bishop's Cleeve Parish Council – *deferred to 2021*

6/20 100 Club:

- To seek to double the existing membership and number of tickets held – *current membership secured until end of 2021, further improvements in 2021.*

7/20 Outreach in the community:

- To look for opportunities to extend our partnership working with other groups and organisations, with a view to increasing our potential for community outreach. *Secured the participation of a number of local businesses to provide volunteers and financial support.*
- To Seek opportunities to maintain connection with elderly residents. *Introduced the Forget Me Not project which so far has prepared and delivered over 500 meals to elderly resident.*
- Explore the possibilities for delivering an occasional event for the elderly – *deferred to 2021.*

St Michael's Centre Objectives 2021:

1/21 Finance: to continue to maintain the financial security of the Charity during and beyond the Covid 19 Pandemic.

- Improved cash flow information for the Trustees
- Secure local government Grants
- Reduce operational costs
- Review all hire rates with a view to increasing them in 2022
- Introduce a cancellation policy by April 2021
- Plan and implement a fund raising event schedule for 2021

2/21 Community: To support the efforts of Bishop's Cleeve Parish Council whenever possible and appropriate to our Charity's objectives.

- Enhance the planted areas of the Centre's outdoor spaces
- Build back the Community use of the building to at least the levels pre Covid 19

3/21 Building Development:

- Complete the replacement windows project by end 2021.
- Purchase 6 replacement large tables for main hall by December 2021
- Review the recommendations in the 2019 Building Condition Report and seek the approval of Trustees for an implementation plan
- Set up and implement a minor works schedule
- To draw up and have approved by the Trustees a building works schedule with cost estimates by mid-2021.

4/21 Health, Safety and Environment:

- Maintain the Covid Secure status of the Centre
- Review to ensure that the Centre complies with the legal requirements
- Carry out an environmental assessment of the Centre and its activities. To look for ways that the Centre can reduce its negative environmental impact and respond to local targets e.g. those set by Bishop's Cleeve Parish Council

5/21 Outreach:

- Continue the Forget Me Not Project until Lockdown is complete
- Explore the possibilities for delivering an occasional event for the elderly after Lockdown.
- Continue to support our Foodbank looking for additional opportunities to enhance its operation.

6/21 100 Club:

- To seek to double the existing membership by end 2021.

7/21 Trustee Appointment: to fill the vacancy following the resignation of Val Perry by Q2 2021

- A main requirement is to maintain a Councillor presence on the Trustees committee

4. *Structure, Governance and Management*

Trustees of St Michael's Centre 2020

Nigel Bennett (Chairman)
Julie Watson (Company Secretary)
Ross Dyer (Treasurer)
Revd. Malcolm Allen
Nicholas Watson
Valerie Perry
Jacqueline Dyer
Anthony Dixon

St Michael's Centre has no employees.

Ex Officio Booking Secretary Wendy Smith (Effective 1st January 2020)

Our Bankers

National Westminster Bank
31 Promenade
Cheltenham
Gloucestershire
GL50 1LH

Independent Examiner

Peter Denniss
75 Britten Drive
Malvern
Worcestershire
WR14 3LG

5. *Financial Statement 2020 (Note 1)*

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice FRS102 (The Charities SORP), the charities Act 2011 and applicable accounting standards. For the fiscal year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to company's subject to the small companies' regime.

For the fiscal year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	2020 funds	2019 total funds
Incoming resources (Note 2)					
Incoming resources from generated funds					
Voluntary income	16,231	1,520	—	17,751	12,641
Activities for generating funds	744	—	—	744	5,670
Investment income	45	—	—	45	137
Incoming resources from charitable activities	10,741	—	—	10,741	15,082
Other incoming resources	6,041	—	—	6,041	3,916
Total income	33,803	1,520	—	35,323	37,447
Resources used (Note 3)					
Cost of generating funds	281	—	—	281	1,127
Cost of generating voluntary income	—	—	—	—	—
Charitable activities	14,159	102	—	14,261	17,366
Governance costs	13	—	—	13	—
Other resources used	9,106	—	—	9,106	18,556
Total expenditure	23,560	102	—	23,662	37,049
Gains / losses on investment assets	—	—	—	—	—
Net income resources before transfer	10,243	1,417	—	11,661	398
Transfers					
Gross transfers between funds - in	2,326	304	—	2,631	2,500
Gross transfers between funds - out	(335)	(2,295)	—	(2,631)	(2,500)
Other recognised gains / losses					
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	12,234	(573)	—	11,661	398
Total funds brought forward	12,533	5,796	—	18,329	17,931
Total funds carried forward	24,767	5,222	—	29,990	18,329
Held in the following funds					
Unrestricted					
General fund	16,738	—	—	16,738	5,462
Designated					
Centre Development	6,327	—	—	6,327	7,070
Senior Citizens Fund	1,702	—	—	1,702	—
Restricted					
Foodbank	—	27	—	27	130
Friday Lunch Club	—	—	—	—	1,991
Private Donors	—	5,195	—	5,195	3,675
Total	24,767	5,222		29,990	18,329

Balance sheet

Class	Description	2020	2019
Fixed assets			
	St Michael's Centre Building	450,000	450,000
	St Michael's Centre Land	100,000	100,000
	Total Fixed assets	550,000	550,000
Current assets			
	Bank Current Account	29,990	18,329
	Total Current assets	29,990	18,329
Reserves			
	Excess / (deficit) to date	11,661	398
	Starting balances	568,329	567,931
	Total Reserves	579,990	568,329
	Represented by funds		
	Unrestricted	16,738	5,462
	Designated	558,029	557,070
	Restricted	5,222	5,796
	Endowment	—	—
	Total	579,990	568,329

Statement of assets and liabilities

	This year	Last year
Tangible assets (Note 4)		
St Michael's Centre Building		
Building Tangible Asset (Designated) - St Michael's Centre	450,000	450,000
	450,000	450,000
St Michael's Centre Land		
Land Tangible Asset (Designated) - St Michael's Car Park	100,000	100,000
	100,000	100,000
Total for Tangible assets	550,000	550,000
Cash at bank and in hand		
Bank Current Account		
Senior Citizens Fund (Designated)	1,702	—
General fund (Unrestricted)	16,738	5,462
Centre Development (Designated)	6,327	7,070
Private Donors (Restricted)	5,195	3,675
Foodbank (Restricted)	27	130
Friday Lunch Club (Restricted)	—	1,991
Total for Cash at bank and in hand	29,990	18,329
Grand total	579,990	568,329

Fund movement by type (Note 5)

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
Building Tangible A						
Designated	450,000	—	—	—	—	450,000
Land Tangible Asset						
Designated	100,000	—	—	—	—	100,000
Sub total						550,000
Senior Citizens Fund						
Designated	—	2,075	1,372	1,000	—	1,702
General fund						
Unrestricted	5,462	24,687	13,075	(335)	—	16,738
Centre Development						
Designated	7,070	7,041	9,112	1,326	—	6,327
Private Donors (Reserve)						
Restricted	3,675	1,520	—	—	—	5,195
Foodbank						
Restricted	130	—	102	—	—	27
Friday Lunch Club						
Restricted	1,991	—	—	(1,991)	—	—
Grand total	568,329	35,323	23,662	—	—	579,990

The Directors of St Michael's Centre (Bishops Cleeve) acknowledge their responsibility for complying with the legal requirements governing accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies and charities subject to the small company's regime.

Signed on behalf of the Trustees of St Michael's Centre (Bishops Cleeve)



Nigel Bennett

Chairman St Michael's Centre

6. Notes to the Financial Statement

Note 1: Accounts are recorded and reported on by use of Data Developments Ltd. bespoke software package Finance Coordinator and reconciled with the bank account statements. The Financial Statement has been prepared using SORP 2015 requirements. Donations and other income are included in the Statement of Financial Activities (SOFA) when they are identified as being due to the company.

Legacies are included in the SOFA when it becomes reasonably certain that the legacy will be received and when the value of the incoming resources can be measured with sufficient reliability.

Investment income is included in the SOFA when it becomes due. Gifts in kind are included in the SOFA at a reasonable estimate of their fair value. Assets given for use by the Company are recognised as incoming resources and within the relevant fixed asset category of the Balance Sheet when received. Where a gift has been made in kind but on trust for conversion into cash, the incoming resource is recognised when receivable and an adjustment made to the original valuation upon subsequent realisation of the gift. Grants are recognised when they are received by the company.

Recognition and Allocation of Expenditure: Costs are charged to the accounts on an accrual's basis in the year in which they are incurred. The company endeavours to identify the fully absorbed cost of each activity and summarises those activities under cost headings as shown in the SOFA. External costs are charged direct to the relevant activities.

Irrecoverable VAT

Irrecoverable VAT is charged direct to the relevant cost heading.

Remuneration

The company has no employees.

Governance Costs the Independent Assessment is provided at no cost to the company.

Note 2: Incoming Resources are from rental of our Centre, donations, fund raising events and grants from several funding organisations and Councils. A grant of £10,000 was made by Tewksbury Borough Council to overcome anticipated financial difficulties due to loss of rental income and other expenses incurred in combating the Corona Virus Pandemic. Most of the funds from these organisations were used to deliver our charitable directives and renovating the Centre. A grant of £2,000 was received from Bishop's Cleeve Parish Council to enable the charity to continue its deliveries of meals to senior citizens. A grant of £3,000 was received from BCPC towards the replacement of the windows.

Note3: Our major capital expenditure items in 2020 were replacing our 1846 windows in the Small Hall and Kitchen.

Note 4: Tangible Fixed Assets and Depreciation

In 2015 the company acquired the freehold of St Michael's Hall which is the prime property of the company and generates its rental income. This building was transferred in ownership from the previous 1846 old school trust. St Michael's Centre (Bishops Cleeve) has legal title.

The Centre Premises has been valued at £450,000 and the Carpark associated with it valued at £100,000 making a total tangible fixed asset value of £550,000. These valuations are documented in a report from an

Estate Agent dated September 2015. The Trustees received the valuation at their September 2015 meeting and agreed, as a matter of policy, that these assets would not be depreciated (because the depreciation charge will be immaterial due to the asset having a very long life and the Charity being unlikely to attract taxation). The Trustees also agreed, as a matter of policy, that they would conduct an annual review deciding whether a formal revaluation was required, whether the assets should appear in the accounts and whether depreciation should take place.

The first of these reviews to be held in the fourth quarter of 2016 after the current building project has been completed. The Trustees have authorized the Treasurer to have the building and grounds revalued before the end of 2020 – the Treasurer, with the further agreement of the Trustees, has decided that this be done when the Building Project Halls renovation and windows replacement were fully complete and will be shown in the 2021 accounts.

Note 5: The current assets of St Michael's Centre were in 2019 held in six funds. The fund entitled Centre Development was set up to hold monies designated for future renovation work. The General Fund (unrestricted) holds money for the operational costs of running the Centre, a fund for the Foodbank and a fund for Private Donors was set up and is restricted to uses decided upon after consultation with the donors and the Private Donors Fund is effectively the Charities Reserve. The Friday Lunch Club Fund was closed during 2020 and the leadership of the Club decided to split the remaining monies in the fund between the Centre Development Fund and a new Fund called the Senior Citizens Fund aim at providing services and activities aimed at senior citizens.

7. Independent Examiners Report

Independent Examiner's Report to the Trustees of St Michael's Centre (Bishops Cleeve).
I report on the accounts of the Company/Charity for the year ended 31 December 2020.

Respective responsibilities of trustees and examiner:

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that a full audit is not required for this year and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act and under section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act");
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act: and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement:

My examination is carried out in accordance with the general Directions given by the Charity Commission and Regulation 11 of the 2006 Regulations. 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 consideration

of any unusual items or disclosures in the accounts and seeks explanations from you as trustees concerning any 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.

Independent Examiner's Statement:

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006, section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Regulations: and

Independent Assessors Name, Address and Signature:



Peter Denniss

**75 Britten Drive
Malvern
Worcestershire
WR14 3LG**

Signed on behalf of the Trustees of St Michael's Centre (Bishops Cleeve)



Nigel Bennett

Chairman St Michael's Centre