

St Michael's Centre (Bishops Cleeve)

Trustees Annual Report

Year ending 31st December 2021.

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.

St Michael's Centre has no employees and is managed and run by volunteers

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 2021:

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

- Improved the finance information provided to Trustees at their meetings was introduced.
- Grants were obtained from Tewkesbury Borough Council (Gov Covid Support) and Bishops Cleeve Parish Council (Contribution to purchase of new tables and chairs and support for continuing provision of meals to Senior Citizens).
- Operational costs were reduced by better control of heating together with replacement of single glazed windows.
- Increased hire rates were proposed and accepted by Trustees for implementation in 2022.
- A cancellation policy was introduced.
- A fund-raising event schedule for 2022 was drawn up and agreed (because of Covid requirements fund raising events were kept to a minimum in 2020 and 2021).

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

- We built back the Community use of the Centre to at least pre Covid 2019 levels and business continues to grow.

3/21 Building Development:

- The project to replace all the Centre's windows is almost complete with the lobby window outstanding.
- Replacement tables and chairs were purchased together with a safe means of moving them around the halls.
- The recommendations in the 2019 Building Condition Report were reviewed and the Trustees approved a way forward. As a priority the roof will be professionally inspected early in 2022.
- A minor works schedule was set up which is routinely reported on at trustee meetings.
- The planted areas of the Centre's outdoor spaces were improved by introducing plants to the borders of the car park and to the front of the building.
- The front glass doors, which were smashed by vandals, were replaced

4/21 Health, Safety and Environment:

- Covid Security continued to be maintained for the whole of 2021 and new control measures introduced in line with legal Covid requirements. A significant work area.
- An environmental assessment of the Centre and its activities was planned for 2022. (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:

- We continued to manage and implement the Forget Me Not Project: Since early 2020 nearly 1000 meals have been prepared and delivered to local senior citizens who were housebound. With recent changes to Covid legislation the project has now evolved into a more social event at the Centre which includes providing afternoon tea. We are continuing to explore the possibilities for future events for the elderly.
- We continued to support our Foodbank introducing several new measures to enhance its operation.

6/21 100 Club:

- A review of the economics of the 100 Club has begun and will be completed early in 2022. In its current form it produces little income for the effort required to run it.

7/21 Trustee Appointment: to fill current vacancies

- Several discussions have been held with the aim of deciding the way forward in 2022.

St Michael's Centre Objectives 2022:

1/22 Finance:

- To review new online methods of recording the Centre's finances and make recommendations to the Trustees on future requirements.
- To introduce the new hire rates by mid-2022
- To review the need for a cancellation policy by mid-2022
- To implement a programme for fund-raising events in Q1/2022

2/22 Community:

- To agree how the premises could be made available to support Ukrainian refugees

3/22 Infrastructure:

- To double glaze the lobby window
- To complete the purchase of new tables, chairs, and a mobile stacking unit by Q1 2022.
- To implement and maintain the legal and minor works schedule starting Q1 2022.
- To have the structure of the roof professionally examined and reviewed for action in Q1 2022.
- To update the current web site by mid-2022.

4/22 Health, Safety and Environment:

- To ensure that the Centre continues to comply with all legal requirements by setting up a improved review system.
- To carry out an environmental assessment of the Centre and its activities to establish how the Centre can further reduce its environmental impact and respond to local targets e.g., those set by Bishop's Cleeve Parish Council.
- To maintain our 5 Star catering award following an inspection scheduled for early 2022

5/22 Outreach:

- To replace the Forget Me Not Project by the Cake and Company project where senior citizens come to the Centre for company and afternoon tea.

5/22 100 Club:

- To review and provide recommendations to Trustees by end Q2 2022

6/22 Trustee Appointment:

- To review the need for a new Trustee(s) and the method by which they are elected by end Q3/22

4. Structure, Governance and Management

Trustees of St Michael's Centre 2021

Nigel Bennett (Chairman)

Julie Watson (Company Secretary)

Ross Dyer (Treasurer)

Revd. Malcolm Allen

Nicholas Watson

Jacqueline Dyer

Anthony Dixon

Val Perry resigned due to relocating to Wales

Ex Officio Booking Secretary Wendy Smith (Effective 1st January 2020) Resigned at end 2021. The Trustees wish to place on record thanks to Wendy for all the hard work and success that she achieved in the post. Jacqueline Dyer has assumed the role of Booking Secretary.

St Michael's Centre has no employees.

Our Bankers

National Westminster Bank

31 Promenade

Cheltenham

Gloucestershire

GL50 1LH

Independent Examiner

Peter Denniss

75 Britten Drive

Malvern

Worcestershire

WR14 3LG

5. Appendix 1:

Financial Statement 2021

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 (Note 1)

	Unrestricted funds	Restricted funds	Endowment funds	Total 2021	Prior year 2020
Incoming resources (Note 2)					
Incoming resources from generated funds					
Voluntary income	17,670	1,710	—	19,380	17,751
Activities for generating funds	2,581	—	—	2,581	744
Investment income	13	—	—	13	45
Incoming resources from charitable activities	13,599	—	—	13,599	10,741
Other incoming resources	6,766	—	—	6,766	6,041
Total income	40,631	1,710	—	42,341	35,323
Resources used (Note 3)					
Cost of generating funds	1,443	—	—	1,443	281
Cost of generating voluntary income	—	—	—	—	—
Charitable activities	21,788	—	—	21,788	14,261
Governance costs	—	—	—	—	13
Other resources used	8,620	—	—	8,620	9,106
Total expenditure	31,853	—	—	31,853	23,662
Gains / losses on investment assets (note 6)	(60,000)	—	—	(60,000)	—
Net income / (expenditure) resources before transfer	(51,221)	1,710	—	(49,511)	11,661
Transfers					
Gross transfers between funds - in	1,186	—	—	1,186	2,631
Gross transfers between funds - out	(1,186)	—	—	(1,186)	(2,631)
Other recognised gains / losses					
Gains on revaluation, fixed assets, own use (note 6)	(100,000)	—	—	(100,000)	—
Net movement in funds	(151,221)	1,710	—	(149,511)	11,661
Total funds brought forward	574,767	5,222	—	579,990	568,329
Total funds carried forward	423,545	6,932	—	430,478	579,990

Represented by Following Funds (Note 5)

Unrestricted					
General fund	29,500	—	—	29,500	16,738
Designated					
Building Tangible Asset	390,000	—	—	390,000	450,000
Centre Development	3,178	—	—	3,178	6,327
Land Tangible Asset	—	—	—	—	100,000
Senior Citizens Fund	866	—	—	866	1,702
Restricted					
Foodbank	—	27	—	27	27
Friday Lunch Club	—	—	—	—	—
Private Donors	—	6,905	—	6,905	5,195

Balance Sheet

Class and code	Description	2021	2020
Fixed assets			
2014B	St Michael's Centre Building	390,000	450,000
2014L	St Michael's Centre Land	—	100,000
	Total Fixed assets	390,000	550,000
Current assets			
6501	Bank Current Account	40,164 ✓	29,990 ✓
	Credit (Note4)	114	
	Debtors (Note5)	430	
	Total Current assets	40,478	29,990
Reserves			
	Excess / (deficit) to date	10,488	11,661
Z01	Starting balances	579,990	568,329
Z02	Other gains/(losses)	(60,000)	—
Z03	Gains and losses own use	(100,000)	—
	Total Reserves	430,478	579,990
	Represented by funds		
	Unrestricted	29,500	16,738
	Designated	394,045	558,029
	Restricted	6,932	5,222
	Endowment	—	—
	Total	430,478	579,990

Statement of Assets and Liabilities (Note 6)

	2021	2020
Tangible assets		
St Michael's Centre Building		
Building Tangible Asset (Designated) -	390,000	450,000
	390,000	450,000
St Michael's Centre (Bishops Cleeve) Land		
Land Tangible Asset (Designated) -	—	100,000
	—	100,000
Total for Tangible assets	390,000	550,000
Cash at bank and in hand		
Bank Current Account		
Senior Citizens Fund (Designated) -	866	1,702
General fund (Unrestricted) -	29,500	16,738
Centre Development (Designated) -	3,178	6,327
Private Donors (Restricted) -	6,905	5,195
Foodbank (Restricted) -	27	27
Total for Cash at bank and in hand	40,478	29,990
Grand total	430,478	579,990

Fund Movement by type 2021 (Note 7)

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
Building Tangible Asset						
Designated	450,000	—	—	—	(60,000)	390,000
Sub-total for BAsset	450,000	—	—	—	(60,000)	390,000
Land Tangible Asset						
Designated	100,000	—	—	—	—	—
Sub-total for LAsset	100,000	—	—	—	—	—
Senior Citizens Fund						
Designated	1,702	195	1,114	84	—	866
Sub-total for SCF	1,702	195	1,114	84	—	866
General fund						
Unrestricted	16,738	35,431	22,555	(114)	—	29,500
Sub-total for General	16,738	35,431	22,555	(114)	—	29,500
Centre Development						
Designated	6,327	5,004	8,182	30	—	3,178
Sub-total for CentDev	6,327	5,004	8,182	30	—	3,178
Private Donors						
Restricted	5,195	1,710	—	—	—	6,905
Sub-total for PriDon	5,195	1,710	—	—	—	6,905
Foodbank						
Restricted	27	—	—	—	—	27
Sub-total for Foodbank	27	—	—	—	—	27
Grand total	579,990	42,341	31,853	—	(60,000)	430,478

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Chairman

10 June 2022

1. Notes to the Financial Statement for 2021 (Note 1)

Note 1: Accounts are recorded and reported on by use of a Data Developments Ltd. bespoke software package called 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 arise from the rental of our Centre, donations, fund raising events and grants from several funding organisations and local Councils. Rentals began to return to a level above that of 2019 (pre covid) during the last quarter of 2021 early 2022. A further grant of £10,797 was made by Tewkesbury Borough Council to overcome anticipated financial difficulties due to loss of rental income and other expenses incurred during and after the Corona Virus Pandemic. A grant of £2,500 was received from Bishop's Cleeve Parish Council to enable the charity to continue its' deliveries of meals to senior citizens. Several significant donations along with many smaller donations were made during the year. The donations from our Private Donors is enabling us to build up a reserve against any future large expense.

Note3: A major capital project, carried over from 2020, was completed and all the windows installed in 1846, have at last been replaced. We replaced our very old tables and chairs and reduced the risk of accidents by purchasing a purpose-built mobile racking to store and move them about.

Note4: Unpresented Cheques and Payments

Note5: Deposits and other payments not yet on the bank statement (Lodgements)

Note 6: 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 from which it generates 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 had been valued by a local Estate Agent 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 that the valuation would be reviewed in 2021 after our major infrastructure projects had been completed.

We instructed Bear Associates Surveyors Ltd to carry out an assessment of the Open Market Value on 12th August 2021. The OMV was assessed as £390,000.

Note 7: The current assets of St Michael's Centre were in 2021 held in seven 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.

2. 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 2021.

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 any matters 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 *Peter Denniss*

Peter Denniss

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

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

Nigel Bennett
10th Jun 2022

Nigel Bennett

Chairman St Michael's Centre