

St Michael's Centre (Bishops Cleeve)

Trustees Annual Report

Year ending 31st December 2022.

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 solely 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 develop current activities which already fall within the Charitable Objectives.

3. Achievements, Performance and Future Objectives

St Michael's Centre Achievements 2022:

1/22 Finance:

- To review new online methods of recording the Centre's finances and make recommendations to the Trustees on future requirements.
Outcome - Recommendations made to Trustees and replacement software to be introduced in Q2/23.
- To introduce the new hire rates by mid-2022
Outcome - Introduced 10% increase from September 1st, 2022.
- To review the need for a cancellation policy by mid-2022.
Outcome - Reviewed and not required. Introduced full rental payment in advance for one off bookers.
- To implement a programme for fund-raising events in Q1/2022
Outcome - Programme agreed and implemented – Christmas Market, Quiz Night and an Open-Air Market.

2/22 Community:

- To agree how the premises could be made available to support Ukrainian refugees.
Outcome - Regular social events and weekly English lessons now operational.

3/22 Infrastructure:

- To double glaze the lobby window
Outcome - Double glazing to all centre windows completed.
- To complete the purchase of new tables, chairs, and a mobile stacking unit by Q1 2022.
Outcome - Completed with the support of Bishops Cleeve Parish Council.
- To implement and maintain the legal and minor works schedule starting Q1 2022.
Outcome - Drawn up and begun implementing and reporting to Trustees at their meetings.
- To have the structure of the roof professionally examined and reviewed for action in Q1 2022.
Outcome - A professional examination revealed that no urgent repairs were required.
- To update the current website by mid-2022.
Outcome - Completed but additional improvements to be made on an ongoing basis

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.
Outcome - Requirements listed and implemented.
- 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.
Outcome - Postponed until 2023

- To maintain our level 5 Food Hygiene rating following an inspection scheduled for early 2022.
Outcome – Environmental Health Dept inspection carried out and level 5 rating maintained.

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.
Outcome - Achieved: implemented and 9 monthly Teas were delivered during 2022

5/22 100 Club:

- To review and provide recommendations to Trustees by end Q2 2022
Outcome - Recommended that last draw be held at end of 2022. Completed.

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
Outcome - Reviewed and one new trustee appointed in 2022.

St Michael's Centre Objectives 2023:

1/23 Review of Solar Panel installation:

To explore the feasibility of fitting solar panels to the rear roof of the building. Undertake a cost/benefit analysis. If agreed to be a viable and worthwhile proposition, gather quotes and projected timescales for completion. Findings to be presented to Trustees at the April meeting. This with a view to funding being sought and secured during the remainder of 2023 for potential installation in 2024.

2/23 Outreach – Community Health and Wellbeing:

To review our current outreach in the community. Explore ways in which existing outreach might be enhanced/diversified/reach widened. Investigate new opportunities for outreach and working with other organisations/agencies.

3/23 Events – Community Social Activities:

To reinvigorate our community social activities, to ensure we deliver affordable, accessible, affordable events to support community cohesion and inclusion (as per pre COVID levels). These events contribute to our fundraising efforts. Create a programme of events for 2023.

4/23 Volunteer retention and enlistment of new volunteers:

To ensure we retain our current volunteers by helping them to feel their contribution is important and valued and that they are an important part of our organisation. Broaden their knowledge of what our charity does and look for ways to involve them further.

5/23 Marketing & Communication:

To further develop our website. Review current marketing and create a strategy for future development. Consider how we best increase and enhance communication with our volunteers, supporters and regular Centre hirers. Expand social media presence in a safe and controlled manner.

6/23 Finance (continuation of 1/22)

New online accounts software which has been identified to be in place by mid-2023.

7/23 Small building work programme

To review and update the existing small works programme of small works. Any financial outlay to be approved by the Treasurer. Trustees updated on progress quarterly.

8/23 Business planning – Looking to the Future

Undertake a compare and contrast investigation of community facilities already operating in our area plus new community centres that will become operational in the next 3 years. Based on these findings and demographic projections, develop a medium-term business strategy to ensure we continue to meet the needs of our community in coming years. Share findings and recommendations with Trustees.

9/23 Health, Safety and Environment

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.

4. Structure, Governance and Management

Trustees of St Michael's Centre 2022

Nigel Bennett (Chairman)

Julie Watson (Company Secretary)

Ross Dyer (Treasurer)

Revd. Malcolm Allen (resigned July 2022)

Nicholas Watson

Jacqueline Dyer

Anthony Dixon

Helen Hazell (Appointed September 2022)

St Michael's Centre has no employees.

Our Bankers

National Westminster Bank

31 Promenade

Cheltenham

Gloucestershire

GL50 1LH

Independent Examiner of the 2022 Accounts

R H M Sweet FCA

10 Cotteswold Road

Tewkesbury

GL22 5DL

Appendix 1:

St Michael's Centre (Bishops Cleeve)

Financial Statement

Year ending December 31st, 2022.

The Directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

No member of the charity has required the trustees to obtain a full audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The Charity does require an Independent Assessment of its financial activities.

The Charity is not registered for VAT and claims Gift Aid from time to time. The company has no employees.

Summary Statement of Financial Activities

	Unrestricted funds	Restricted funds		2022	2021
Incoming resources (Note 1)					
Incoming resources from generated funds					
Voluntary income	1,005	1,920	—	2,925	19,380
Activities for generating funds	3,928	—	—	3,928	2,581
Investment income	83	—	—	83	13
Incoming resources from charitable activities	21,053	—	—	21,053	13,599
Other incoming resources	3,355	—	—	3,355	6,766
Total income	29,428	1,920	—	31,348	42,341
Resources used (Note 2)					
Cost of generating funds	1,956	—	—	1,956	1,443
Cost of generating voluntary income	—	—	—	—	—
Charitable activities	22,189	—	—	22,189	21,788
Governance costs	—	—	—	—	—
Other resources used	884	—	—	884	8,620
Total expenditure	25,031	—	—	25,031	31,853
Gains / losses on investment assets	—	—	—	—	(60,000)
Net income / (expenditure) resources before transfer	4,396	1,920	—	6,316	(49,511)
Transfers					
Gross transfers between funds - in	139	—	—	139	1,186
Gross transfers between funds - out	(139)	—	—	(139)	(1,186)
Other recognised gains / losses					
Gains on revaluation, fixed assets, charity's own use	(2)	—	—	(2)	(100,000)
Net movement in funds	4,394	1,920	—	6,314	(149,511)
Total funds brought forward	423,545	6,932	—	430,478	579,990
Total funds carried forward	427,940	8,852	—	436,793	430,478
Represented by					
Unrestricted					
General fund	30,726	—	—	30,726	29,500
Designated					
Building Tangible Asset	390,000	—	—	390,000	390,000
Centre Development	5,647	—	—	5,647	3,178
Land Tangible Asset	—	—	—	—	—
Senior Citizens Fund	563	—	—	563	866
Ukraine	1,003	—	—	1,003	—
Restricted					
Foodbank	—	27	—	27	27
Friday Lunch Club	—	—	—	—	—
Private Donors	—	8,825	—	8,825	6,905

Balance sheet

Class and code	Description	2022	2021
Fixed assets			
2014B	St Michael's Centre Building	390,000	390,000
2014L	St Michael's Centre (Bishops Cleeve) Land	—	—
	Total Fixed assets	390,000	390,000
Current assets			
6501	Bank Current Account	46,793	40,478
	Total Current assets	46,793	40,478
Reserves			
	Excess / (deficit) to date	6,316	10,488
Z01	Starting balances	430,478	579,990
Z02	Other gains/(losses)	—	(60,000)
Z03	Gains and losses own use	(2)	(100,000)
	Total Reserves	436,793	430,478
	Represented by funds		
	Unrestricted	30,726	29,500
	Designated	397,214	394,045
	Restricted	8,852	6,932
	Endowment	—	—
	Total	436,793	430,478

Statement of assets and liabilities

	2022	2021
Tangible assets (Note 3)		
St Michael's Centre		
Tangible Asset (Designated) -	390,000	390,000
	390,000	390,000
Total for Tangible assets	390,000	390,000
Cash at bank and in hand		
Bank Current Account		
Senior Citizens Fund (Designated) -	563	866
Ukraine (Designated) -	1,003	—
General fund (Unrestricted) -	30,726	29,500
Centre Development (Designated) -	5,647	3,178
Private Donors (Restricted) -	8,825	6,905
Foodbank (Restricted) -	27	27
Total for Cash at bank and in hand	46,793	40,478
Grand total	436,793	430,478

Fund movement by type, 2022

		Opening	Incoming	Outgoing	Transfers	Gains/losses	Journals	Closing
Building Tangible A Designated		390,000	—	—	—	—	—	390,000
	Sub-total	390,000	—	—	—	—	—	390,000
Ukraine Designated		—	1,116	12	(100)	—	—	1,003
	Sub-total	—	1,116	12	(100)	—	—	1,003
Land Tangible Asset Designated		—	—	—	—	—	—	—
	Sub-total	—	—	—	—	—	—	—
Senior Citizens Fund Designated		866	116	419	—	—	—	563
	Sub-total	866	116	419	—	—	—	563
General fund Unrestricted		29,500	25,383	24,216	60	—	(2)	30,726
	Sub-total	29,500	25,383	24,216	60	—	(2)	30,726
Centre Development Designated		3,178	2,811	382	39	—	—	5,647
	Sub-total	3,178	2,811	382	39	—	—	5,647
Private Donors Restricted		6,905	1,920	—	—	—	—	8,825
	Sub-total	6,905	1,920	—	—	—	—	8,825
Foodbank Restricted		27	—	—	—	—	—	27
	Sub-total	27	—	—	—	—	—	27
Friday Lunch Club Restricted		—	—	—	—	—	—	—
	Sub-total	—	—	—	—	—	—	—
	Grand total	430,478	31,348	25,031	—	—	(2)	436,793

Analysis of Income and Expenditure

	2022	2021
Income		
Incoming resources from generated funds - Voluntary income	2925	19,380
Incoming resources from generated funds - Activities for generating funds	3928	2581
Incoming resources from generated funds – Charitable activities	21053	13599
Other incoming resources	3355	6781
INCOME TOTAL	31348	42341
Expenditure		
Cost of generating Funds	1956	1443
Charitable Activities	22189	21788
Other resources Used	884	8620
EXPENDITURE TOTAL	25031	31853
Net	6316	1048

Notes to the Financial Statement

Note 1: Income arises from the rental of our Centre, donations, fund-raising events and from time-to-time grants from funding organisations and Councils. Donations from private donors are being used to build a reserve against unforeseen adverse events (currently Circa £9000). Rental income in early 2022 was down on 2019 (pre pandemic) but has made a strong recovery at the end of 2022 which has continued into 2023. Any excess of income over expenditure is channeled into the charity's objectives and maintenance of the infrastructure.

A reduced amount of work was carried on the infrastructure than in the previous three years and no further major spending is anticipated in the near future. A certified inspection of the roof, electrics and gas heating found them to be sound. The replacement of all 1846 windows by double glazed windows was completed – the design being in sympathy with the original windows and in keeping with the conservation area within which the Centre is situated.

Note 2: there was no major capital expenditure items in 2022.

Note 3: Tangible Fixed Assets and Depreciation

In 2015 the company acquired the freehold of the building formerly known as St Michael's Hall together with the carpark which is now the prime property of the company and from which the charity generates its rental income. This building was transferred to Centre ownership from the previous 1846 old school trust. St Michael's Centre (Bishops Cleeve) Ltd has legal title to the building, the car park and surrounds.

We instructed Bear Associates Surveyors Ltd to carry out an assessment of the Open Market Value on 12th August 2021. The Open Market Value was assessed as £390,000. It was noted that the value would be higher if planning permission was offered at any future sale. (The Centre Premises had been previously 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).

Note 5: The current assets of St Michael's Centre were, in 2022, held in six funds. 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. The Private Donors Fund is effectively the Charities Reserve. The fund entitled Centre Development was set up to hold monies designated for future infrastructure work. The Trustees agreed that a new fund be set up to record information on monies spent supporting activities associated with Ukrainian refugees and that the proceeds of the Quiz Night 2022 be allocated to the fund.

Note 6: All figures are rounded to the nearest pound.



Section A

Independent Examiner's Report

**Report to the
trustees/directors/
members of**

Charity Name

ST MICHAELS CENTRE (BISHOPS CLEEVE)

**On accounts for the year
ended**

2022

DEC 31ST.

Charity no.:

1157088

Company no.:

8846877

Set out on pages

APPENDIX I

(remember to include the page numbers of additional sheets)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30/11/2022.

**Responsibilities and
basis of report**

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

**Independent
examiner's statement**

~~The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

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 accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:



Date:

21/5/2023

Name:

R.H.M. SWEET FEA

Relevant professional qualification(s) or body (if any):

CHARTERED ACCOUNTANT

Address:

10 COTTESWOLD ROAD
TUNKERSBURY
S220 5DL

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

On Behalf of St Michaels Centre (Bishops Cleeve)

The Trustees of St Michael's Centre wish to record their thanks for the ongoing support from:

Volunteers

Bishop's Cleeve Parish Council

Ontic Engineering and Manufacturing Ltd

Alexander Burn Funeral Directors Ltd (Bishop's Cleeve)

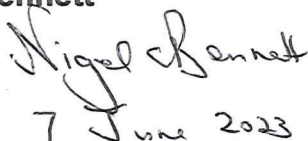
Treasurer - Name and Signature:

Ross Dyer

A handwritten signature in black ink, appearing to read 'Ross Dyer', followed by the date '7/6/23'.

Chairman - Name and Signature:

Nigel Bennett

A handwritten signature in black ink, appearing to read 'Nigel Bennett', followed by the date '7 June 2023'.