

St Michael's Centre (Bishops Cleeve)

Trustees Annual Report

Year ending 31st December 2023.

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. Structure, Governance and Management

Trustees of St Michael's Centre 2023

Nigel Bennett (Chairman)
Julie Watson (Company Secretary)
Ross Dyer (Treasurer)
Nicholas Watson
Jacqueline Dyer
Anthony Dixon
Helen Hazell
Yvonne Penn

St Michael's Centre has no employees.

Bankers

National Westminster Bank
31 Promenade
Cheltenham
Gloucestershire
GL50 1LH

Independent Examiner of the 2023 Accounts

R H M Sweet FCA
10 Cotteswold Road
Tewkesbury
GL20 5DL

4. Achievements, Performance and Future Objectives

St Michael's Centre Achievements 2023:

1/23 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 2023 meeting. This with a view to funding being sought and secured during the remainder of 2023 for potential installation in 2024. Carried forward to 2024 when new funding streams become available.

2/23 Outreach – Community Health and Wellbeing:

To review our current outreach activities 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. Completed. Additional organisations and groups are now using the Centre addressing a variety of social needs.

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. Complete, achieved.

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. Existing numbers of volunteers maintained. Four new volunteers recruited.

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. Web site and marketing specialist to work with in 2024 on a pro bono basis.

6/23 Finance (continuation of 1/22)

New online accounts software which has been identified to be in place by January 2024. In place, complete.

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. Complete

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. Complete.

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. Carried forward to 2024.

St Michael's Centre Objectives 2024:

1/24 Marketing & Communication: To review our current marketing and develop a strategy for future development and ensure that our web site is easy to use. A web site specialist has volunteered to work on our web site through 2024. Complete by mid-2024.

2/24 To install broadband at the Centre enabling us to offer Wi-Fi to our users. Complete by mid-2024.

3/24 To generate better financial information for Trustees from our new accounting software and streamline the invoicing process to make it more efficient. Complete by mid-2024.

4/24 To carry out an independent energy efficiency audit of our building and secure funding to implement the installation of any improvements identified. Implement during 2024.

7/24 To improve the graveled areas to the front of the building with container soft planting ensuring that it blends in with the Conservation Area. Complete mid- 2024.

5/24 To deliver a range of community events to generate income for the Centre throughout 2024.

6/24 To resolve illegal parking issues so that our car park space is always available for renters of the premises. Review actions for further action by Q3 2024.

7/24 To define and review the implementation of the requirements of Health & Safety law ensuring that key documents are collated into one file and then displayed on website. Complete mid-2024.

8/24 To further develop our processes for recruiting Trustees, including producing a potential/new Trustees' briefing pack. Throughout 2024.

5. St Michael's Centre (Bishops Cleeve) Financial Statement

January 1st – December 31st, 2023

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.

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 £11,000). 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, maintenance of the infrastructure and other fixed costs. The Charity makes a significant contribution to the running costs of five community groups and subsidises the rental of all local groups who regularly rent the premises.

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 the 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: Tangible Fixed Assets and Depreciation

There were no major capital expenditure items in 2023. 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 (This valuation is documented in a report from an Estate Agent dated September 2015).

Note 3: The current assets of St Michael's Centre were, in 2023, 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 in 2022 to record information on monies spent supporting activities associated by Ukrainian refugees and that the proceeds of the Quiz Night 2022 be allocated to the fund.

Note 4: In 2023 energy costs circa £12,000 in 2022 energy cost circa £3,000.

Statement of Financial Activities (Note 1)

	Unrestricted funds	Restricted funds	Endowment funds	2023	2022
Incoming resources					
Incoming resources from generated funds	-	-	-	-	-
Voluntary income	£1,053.50	£1,660.00	-	£2,713.50	£2,925.99
Activities for generating funds	£5,515.01	-	-	£5,515.01	£3,928.52
Investment income	£678.01	-	-	£678.01	£83.91
Incoming resources from charitable activities	£22,895.48	-	-	£22,895.48	£21,053.82
Other incoming resources	£3,577.70	-	-	£3,577.70	£3,355.88
Total income	£33,719.70	£1,660.00	-	£35,379.70	£31,348.12
Resources used					
Cost of generating funds	£2,706.15	-	-	£2,706.15	£1,956.96
Cost of generating voluntary income	-	-	-	-	-
Fundraising trading cost of goods sold and other costs	-	-	-	-	-
Investment management costs	-	-	-	-	-
Charitable activities	£32,033.16	£14.99	-	£32,048.15	£22,189.27
Governance costs	£213.49	-	-	£213.49	-
Other resources used	£12.99	-	-	£12.99	£884.92
Total expenditure	£34,965.79	£14.99	-	£34,980.78	£25,031.15
Net income / (expenditure) resources before transfer	(£1,246.09)	£1,645.01	-	£398.92	£6,316.97
Transfers					
Gross transfers between funds - in	£1,767.00	-	-	£1,767.00	£139.60
Gross transfers between funds - out	(£1,767.00)	-	-	(£1,767.00)	(£139.60)
Other recognised gains / losses					
Gains/losses on investment assets	-	-	-	-	-
Gains on revaluation, fixed assets, charity's own use	-	-	-	-	(£2.00)
Net movement in funds	(£1,246.09)	£1,645.01	-	£398.92	£6,314.97
Total funds brought forward	£427,940.88	£8,852.95	-	£436,793.83	£430,478.86
Total funds carried forward	£426,694.79	£10,497.96	-	£437,192.75	£436,793.83
Represented by					
Unrestricted					
General fund	£25,722.73	-	-	£25,722.73	£30,726.45
Designated					
Building Tangible Asset	£390,000.00	-	-	£390,000.00	£390,000.00
Centre Development	£9,396.26	-	-	£9,396.26	£5,647.48
Seniors	£544.64	-	-	£544.64	£563.06
Ukraine Support	£1,031.16	-	-	£1,031.16	£1,003.89
Restricted					
Foodbank	-	£12.96	-	£12.96	£27.95
Friday Lunch Club	-	-	-	-	-
Private Donors	-	£10,485.00	-	£10,485.00	£8,825.00
Total funds	£426,694.79	£10,497.96	-	£437,192.75	£436,793.83

Balance Sheet

Class and code	Description	As at 31/12/2023	As at 31/12/2022
Fixed assets			
	St Michael's Centre Building	£390,000.00	£390,000.00
		-	-
	Total Fixed assets	£390,000.00	£390,000.00
Current assets			
	Bank Current Account	£47,192.75	£46,793.83
	Total Current assets	£47,192.75	£46,793.83
	Net Asset surplus (deficit)	£437,192.75	£436,793.83
Reserves			
	Excess/(deficit) to date	£398.92	£6,316.97
	Starting balances	£436,793.83	£430,478.86
	Other gains/(losses)	-	-
	Gains and losses own use	-	(£2.00)
	Total Reserves	£437,192.75	£436,793.83
	Represented by Funds		
	General (Unrestricted)	£25,722.73	£30,726.45
	Designated	£400,972.06	£397,214.43
	Restricted	£10,497.96	£8,852.95
	Total	£437,192.75	£436,793.83

Statement of Assets and Liabilities (by fund) (Note 2)

		Balance	Previous balance
Tangible Assets			
2014B: St Michael's Centre Building			
Building Tangible Asset	Designated	£390,000.00	£390,000.00
		£390,000.00	£390,000.00
	Tangible Assets	£390,000.00	£390,000.00
Cash At Bank and In Hand			
Ukraine	Designated	£1,031.16	£1,003.89
Senior Citizens Fund	Designated	£544.64	£563.06
General fund	Unrestricted	£25,722.73	£30,726.45
Centre Development	Designated	£9,396.26	£5,647.48
Private Donors	Restricted	£10,485.00	£8,825.00
Foodbank	Restricted	£12.96	£27.95
		£47,192.75	£46,793.83
	Cash At Bank and In Hand	£47,192.75	£46,793.83
	Grand Total	£437,192.75	£436,793.83

Fund Movement (Note 3)

	Fund	Opening	Incoming	Outgoing	Transfers	Gains/Losses	Journals	Closing
Building								
Designated		£390,000.00	-	-	-	-	-	£390,000.00
Sub-totals		£390,000.00	-	-	-	-	-	£390,000.00
Ukraine								
Designated		£1,003.89	£494.27	-	(£467.00)	-	-	£1,031.16
Sub-totals		£1,003.89	£494.27	-	(£467.00)	-	-	£1,031.16
Seniors								
Designated		£563.06	£169.00	£187.42	-	-	-	£544.64
Sub-totals		£563.06	£169.00	£187.42	-	-	-	£544.64
General								
Unrestricted		£30,726.45	£28,992.45	£34,963.17	£967.00	-	-	£25,722.73
Sub-totals		£30,726.45	£28,992.45	£34,963.17	£967.00	-	-	£25,722.73
Centre Development								
Designated		£5,647.48	£3,763.98	(£184.80)	(£200.00)	-	-	£9,396.26
Sub-totals		£5,647.48	£3,763.98	(£184.80)	(£200.00)	-	-	£9,396.26
Private Donors								
Restricted		£8,825.00	£1,660.00	-	-	-	-	£10,485.00
Sub-totals		£8,825.00	£1,660.00	-	-	-	-	£10,485.00
Foodbank								
Restricted		£27.95	-	£14.99	-	-	-	£12.96
Sub-totals		£27.95	-	£14.99	-	-	-	£12.96
Building								
Designated		-	£300.00	-	(£300.00)	-	-	-
Sub-totals		-	£300.00	-	(£300.00)	-	-	-
Totals		£436,793.83	£35,379.70	£34,980.78	-	-	-	£437,192.75

Analysis of Income and Expenditure

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Income	£22,895.48	-	-	-	£22,895.48	£21,053.82
Incoming resources from charitable activities						
Income resources generate funds	£2660.87	£4585.65	£1660.00		£8906.52	£6938.42
Other incoming resources Totals	£3,436.10	£141.60	-	-	£3,577.70	£3,355.88
Incoming resources Grand totals	£28,992.45	£4,727.25	£1,660.00	-	£35,379.70	£31,348.12
Expenditure (Note 4)						
Cost of generating funds						
Cost of generating funds Totals	£2,890.95	(£184.80)	-	-	£2,706.15	£1,956.96
Charitable activities						
Charitable activities Totals	£31,845.74	£187.42	£14.99	-	£32,048.15	£22,189.27
Governance costs						
Governance costs Totals	£213.49	-	-	-	£213.49	-
Other resources used						
Other resources used Totals	£12.99	-	-	-	£12.99	£884.92
Resources used Grand totals	£34,963.17	£2.62	£14.99	-	£34,980.78	£25,031.15
Income minus Expenditure					£398.92	£6316.97



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's report
on the accounts**

Section A

Independent Examiner's Report

Report to the
trustees/directors/
members of

ST. MICHAEL'S CENTRE (BISHOPS CLEEVE)

On accounts for the year
ended

31st DECEMBER

2023

Charity no.:

1157088

Company no.:

8846877

Set out on pages

I report to the charity trustees on my examination of the accounts of the Company for the year ended

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.~~

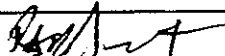
I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that:

- 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:

1/4/2024

Name:

R.H.M. SWEET

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

FCA

Address:

10 COTTESWOLD ROAD

TENKESBURY

GL20 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.

Section 6. Signatories 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:

Our volunteers

Ontic Engineering and Manufacturing Ltd


Alexander Burn Funeral Directors Ltd (Bishop's Cleeve)

Hugh Sweet the Independent Examiner

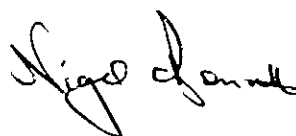
Bishop's Cleeve Parish Council

Treasurer:

Ross Dyer



13/6/24



13 Jun 2024

Chairman:

Nigel Bennett