

# **St Michael's Centre (Bishops Cleeve)**

## **Trustees Annual Report**

**Year ending 31<sup>st</sup> December 2024**

**Charity Number 1157088**

**Company Number 8846877**

**(Company Limited by Guarantee)**

Web site: [St Michael's Centre \(stmichaelscentrebc.co.uk\)](http://stmichaelscentrebc.co.uk)

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## **1. Administrative Information**

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

Charity registration number: 1157088

Registered: 16<sup>th</sup> May 2014

Company registration number: 8846877

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

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

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:

*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, are as follows:

1. To consolidate and develop activities which fall within the Charitable Objectives.
2. To ensure that the management of the Charity has the necessary skills and experience.
3. To ensure that sufficient funds are available to run the charity and implement its infrastructure and environmental plans.
4. To complete our long-term plan to improve the building infrastructure so that the Centre's charitable objectives could be expanded, met more effectively reducing its effect upon the environment.

### **3. *Structure, Governance and Management***

#### Trustees of St Michael's Centre 2024

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 2024 Accounts

R H M Sweet FCA

10 Cotteswold Road

Tewkesbury

GL20 5DL

## **4. Achievements, Performance and Future Objectives**

### **St Michael's Centre Achievements 2024:**

**1/24** To review our current marketing performance and develop a strategy for the future and ensure that our web site is easy to use. A web site specialist volunteered to work on our web site through 2024. Complete by mid-2024.

- *Web site significantly redesigned with work still ongoing in some areas into 2025*

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

- *Complete; savings made for the Centre and one of its main customers.*

**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.

- *Complete; improved financial reports available at each Trustee meeting and financial policy drafted for approval (2025).*

**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.

- *Complete and one major recommendation implemented which has saved energy.*

**5/24** To improve the gravelled areas to the front of the building ensuring that it blends in with the Conservation Area. Complete mid-2024.

- *Complete; two planters purchased, shrubs planted and front area landscaped with funding from Bishops Cleeve Parish Council.*

**6/24** To deliver a range of community events to generate income for the Centre throughout 2024.

- *Complete; four large profitable events organised.*

**7/24** To resolve the illegal parking issues so that our car parking space is only available for users of the premises. Review action by Q4 2024.

- *Progress made but further action needed - ongoing into 2025*

**8/24** To define and review the implementation of the requirements of current Health & Safety law ensuring that key documents are collated into one file and then displayed on the website.

- *Work in progress, ongoing into 2025*

### **St Michael's Centre Objectives 2025:**

**1/24** Marketing & Communication: To review our current marketing performance and develop a strategy for the future and ensure that our web site is easy to use. A web site specialist volunteered to work on our web site throughout 2025.

**7/24** To resolve the illegal parking issues so that our car parking space is only available for users of the premises. Q1 2025

**8/24** To define and review the implementation of the requirements of current Health & Safety law ensuring that key documents are collated into one file and then displayed on the website. Q1 2025

**1/25:** To deliver a programme of community events to benefit the community and raise money to cover the costs of our outreach projects throughout 2025.

**2/25:** To review the remaining stock of crockery. Purchase suitably further crockery to make sets of 100. Q1 2025

**3/25:** To renew aged furnishings, notably in the Quiet Room chairs and the office meeting chairs. Q2 2025

**4/25:** To market the Centre to local businesses & community. Q3 2025

**5/25:** To explore the viability and cost of installing a disability touch pad on main entrance to assist access for disabled users. Q3 2025

**6/25:** To redecorate toilet doors, lobby, corridor walls and doors to large and small halls. Q2/2025

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

January 1<sup>st</sup> – December 31<sup>st</sup>, 2024

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.

### Statement of Financial Activities (Note 1)

	Unrestricted funds	Restricted funds	Endowment funds	2024	2023
<b>Incoming resources</b>					
Incoming resources from generated funds	-	-	-	-	-
Voluntary income	£1,338.00	£1,650.42	-	£2,988.42	£2,713.50
Activities for generating funds	£5,520.33	-	-	£5,520.33	£5,515.01
Investment income	£1,544.55	-	-	£1,544.55	£678.01
Incoming resources from charitable activities	£31,122.54	-	-	£31,122.54	£22,895.48
Other incoming resources	£5,360.16	-	-	£5,360.16	£3,577.70
<b>Total income</b>	<b>£44,885.58</b>	<b>£1,650.42</b>	<b>-</b>	<b>£46,536.00</b>	<b>£35,379.70</b>
<b>Resources used</b>					
Cost of generating funds	£3,219.78	-	-	£3,219.78	£2,706.15
Cost of generating voluntary income	-	-	-	-	-
Fundraising trading cost of goods sold and other costs	-	-	-	-	-
Investment management costs	-	-	-	-	-
Charitable activities	£23,362.96	£775.00	-	£24,137.96	£32,048.15
Governance costs	£524.67	-	-	£524.67	£213.49
Other resources used	£2,082.03	-	-	£2,082.03	£12.99
<b>Total expenditure</b>	<b>£29,189.44</b>	<b>£775.00</b>	<b>-</b>	<b>£29,964.44</b>	<b>£34,980.78</b>
<b><u>Net income before transfers</u></b>	<b><u>£15,696.14</u></b>	<b><u>£875.42</u></b>	<b><u>-</u></b>	<b><u>£16,571.56</u></b>	<b><u>£398.92</u></b>

**Transfers**

Gross transfers between funds - in	£475.00	-	-	£475.00	£1,767.00
Gross transfers between funds - out	(£475.00)	-	-	(£475.00)	(£1,767.00)

**Other recognised gains / losses**

Gains/losses on investment assets	-	-	-	-	-
Gains on revaluation, fixed assets, charity's own use	-	-	-	-	-

<b>Net movement in funds</b>	<b>£15,696.14</b>	<b>£875.42</b>	<b>-</b>	<b>£16,571.56</b>	<b>£398.92</b>
<b>Total funds brought forward</b>	<b>£426,694.79</b>	<b>£10,497.96</b>	<b>-</b>	<b>£437,192.75</b>	<b>£436,793.83</b>

<b>Total funds carried forward</b>	<b>£442,390.93</b>	<b>£11,373.38</b>	<b>-</b>	<b>£453,764.31</b>	<b>£437,192.75</b>
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**Represented by****Unrestricted**

General fund	£38,638.08	-	-	£38,638.08	£25,722.73
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**Designated**

Building Fund	£400.00	-	-	£400.00	-
Building Tangible Asset	£390,000.00	-	-	£390,000.00	£390,000.00
Centre Development	£11,025.07	-	-	£11,025.07	£9,396.26
Kitchen Fund	£31.25	-	-	£31.25	-
Land Tangible Asset	-	-	-	-	-
Senior Citizens Fund	£1,240.37	-	-	£1,240.37	£544.64
Ukraine	£1,056.16	-	-	£1,056.16	£1,031.16

**Restricted**

Building Fund External	-	(£775.00)	-	(£775.00)	-
Foodbank	-	£12.96	-	£12.96	£12.96
Friday Lunch Club	-	-	-	-	-
Private Donors	-	£12,135.42	-	£12,135.42	£10,485.00

<b><u>Total funds</u></b>	<b>£442,390.93</b>	<b>£11,373.38</b>	<b>-</b>	<b>£453,764.31</b>	<b>£437,192.75</b>
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## Balance Sheet

Class and code	Description	As at 31/12/2024	As at 31/12/2023
<b>Fixed assets</b>			
2014B	St Michael's Centre Building	£390,000.00	£390,000.00
2014L	St Michael's Centre(Bishops Cleeve)Land	-	-
	<b>Total Fixed assets</b>	<b>£390,000.00</b>	<b>£390,000.00</b>
<b>Current assets</b>			
6501	Bank Current Account	£63,764.31	£47,192.75
	<b>Total Current assets</b>	<b>£63,764.31</b>	<b>£47,192.75</b>
	<b>Net Asset surplus (deficit)</b>	<b>£453,764.31</b>	<b>£437,192.75</b>
<b>Reserves</b>			
	Excess/(deficit) to date	£16,571.56	£29,263.56
Z01	Starting balances	£437,192.75	£407,929.19
Z02	Other gains/(losses)	-	-
Z03	Gains and losses own use	-	-
	<b>Total Reserves</b>	<b>£453,764.31</b>	<b>£437,192.75</b>
<b>Represented by Funds</b>			
	General (Unrestricted)	£38,638.08	£25,722.73
	Designated	£403,752.85	£400,972.06
	Restricted	£11,373.38	£10,497.96
	<b>Total</b>	<b>£453,764.31</b>	<b>£437,192.75</b>

## Statement of Assets and Liabilities (Note 2)

Class and nominal code	General	Designated	Restricted	Total	Last year
<b>Fixed Asset - Tangible Assets</b>					
2014B: St Michael's Centre Building	-	£390,000.00	- -	£390,000.00	£390,000.00
<b>Total</b>	<b>-</b>	<b>£390,000.00</b>	<b>- -</b>	<b>£390,000.00</b>	<b>£390,000.00</b>
<b>Current Asset - Cash At Bank And In Hand</b>					
6501: Bank Current Account	£38,638.08	£13,752.85	£11,373.38 -	£63,764.31	£47,192.75
<b>Total</b>	<b>£38,638.08</b>	<b>£13,752.85</b>	<b>£11,373.38 -</b>	<b>£63,764.31</b>	<b>£47,192.75</b>
<b>Net total assets</b>	<b>£38,638.08</b>	<b>£403,752.85</b>	<b>£11,373.38 -</b>	<b>£453,764.31</b>	<b>£437,192.75</b>
<b>Represented by</b>					
General (Unrestricted)	£38,638.08	-	- -	£38,638.08	£25,722.73
Designated – Tang Asset	-	£390,000.00	- -	£390,000.00	£390,000.00
Designated - Building	-	£400.00	- -	£400.00	-
Designated – Cent Dev	-	£11,025.07	- -	£11,025.07	£9,396.26
Designated - Kitchen	-	£31.25	- -	£31.25	-
Designated - Krain	-	£1,056.16	- -	£1,056.16	£1,031.16
Designated - SCF	-	£1,240.37	- -	£1,240.37	£544.64
Restricted - BuildingEX	-	-	(£775.00) -	(£775.00)	-
Restricted - Foodbank	-	-	£12.96 -	£12.96	£12.96
Restricted - PriDon	-	-	£12,135.42 -	£12,135.42	£10,485.00
<b>Total</b>	<b>£38,638.08</b>	<b>£403,752.85</b>	<b>£11,373.38 -</b>	<b>£453,764.31</b>	<b>£437,192.75</b>

## Fund Movement Summary

Fund	Opening	Incoming	Outgoing	Transfers			Closing
Tangible Asset							
Designated	£390,000.00	-	-	-	-	-	£390,000.00
Sub-totals	£390,000.00	-	-	-	-	-	£390,000.00
UKraine							
Designated	£1,031.16	-	-	£25.00	-	-	£1,056.16
Sub-totals	£1,031.16	-	-	£25.00	-	-	£1,056.16
Seniors Citizens							
Designated	£544.64	£695.73	-	-	-	-	£1,240.37
Sub-totals	£544.64	£695.73	-	-	-	-	£1,240.37
General							
Unrestricted	£25,722.73	£41,879.79	£29,189.44	£225.00	-	-	£38,638.08
Sub-totals	£25,722.73	£41,879.79	£29,189.44	£225.00	-	-	£38,638.08
Centre Development							
Designated	£9,396.26	£1,878.81	-	(£250.00)	-	-	£11,025.07
Sub-totals	£9,396.26	£1,878.81	-	(£250.00)	-	-	£11,025.07
Private Donors							
Restricted	£10,485.00	£1,650.42	-	-	-	-	£12,135.42
Sub-totals	£10,485.00	£1,650.42	-	-	-	-	£12,135.42
Foodbank							
Restricted	£12.96	-	-	-	-	-	£12.96
Sub-totals	£12.96	-	-	-	-	-	£12.96
Building Fund							
Sub-totals	-	-	£775.00	-	-	-	(£775.00)
	-	-	£775.00	-	-	-	(£775.00)
Building Expenses							
Sub-totals	-	£400.00	-	-	-	-	£400.00
	-	£400.00	-	-	-	-	£400.00
Kitchen							
Sub-totals	-	£31.25	-	-	-	-	£31.25
	-	£31.25	-	-	-	-	£31.25
	£437,192.75	£46,536.00	£29,964.44	-	-	-	£453,764.31

**Income and Expenditure Summary (Note 4)**

	<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>2024</b>	<b>2023</b>
<hr/>					
<b>Income</b>					
Generated funds Totals	£6,906.23	£1,496.65	£1,650.42	£10,053.30	£8,906.52
Charitable activities Totals	£30,822.09	£300.45	-	£31,122.54	£22,895.48
Other resources Totals	£4,151.47	£1,208.69	-	£5,360.16	£3,577.70
<b>Total Income</b>	<b>£41,879.79</b>	<b>£3,005.79</b>	<b>£1,650.42</b>	<b>£46,536.00</b>	<b>£35,379.70</b>
<hr/>					
<b>Expenditure</b>					
Generating funds Totals	£3,219.78	-	-	£3,219.78	£2,706.15
Charitable activities Totals	£23,362.96	-	£775.00	£24,137.96	£32,048.15
Governance costs Totals	£524.67	-	-	£524.67	£213.49
Other resources used Totals	£2,082.03	-	-	£2,082.03	£12.99
<b>Total Expenditure</b>	<b>£29,189.44</b>	<b>-</b>	<b>£775.00</b>	<b>£29,964.44</b>	<b>£34,980.78</b>
<b>Net Income minus Expenditure</b>				<b>£16,571.56</b>	<b>£398.92</b>

## **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 £12,135). Rental income in early 2022 was down on 2019 (pre pandemic) but had made a strong recovery by the end of 2022 which has continued and shown a further large increase in 2024.

Any excess of income over expenditure is channelled 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. An Environmental Audit was carried out and a significant increase in draft proofing of doorways to the Halls was carried out. Further discussions are ongoing as to the cost and engineering problems associated with solar panels and roof insulation in a building which dates back to the 19<sup>th</sup> Century.

### **Note 2:** Tangible Fixed Assets and Depreciation

There were no major capital expenditure items in 2024. 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.

**Note 3:** The current assets of St Michael's Centre were, in 2023, held in ten 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 2024 to record information on monies spent supporting activities associated by Ukrainian refugees.

**Note 4:** In 2024 energy costs circa £8000 compared to 2022 energy cost circa £3,000.

## Independent Examiner's Report on the Accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

### Section A

### Independent Examiner's Report

**Report to the  
trustees**

**St Michaels Centre (Bishops Cleeve)**

**On accounts for  
the year ended**

**December 31<sup>st</sup> 2024**

**Set out on pages**

*1 to 13*

**I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.**

**Responsibilities  
and basis of report**

**As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").**

**I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.**

**Independent  
examiner's  
statement**

**I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:**

- the accounting records were not kept in accordance with section 130 of the Charities Act; or**
- the accounts did not accord with the accounting records; or**
- the accounts did 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 accounts to be reached.**

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

Signed:

*RHMS*

Name:

RICHARD HUGH MURDO SWEET

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

FCA

Address:

10 CUTTERWOLD ROAD

TEWKESBURY

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.**

**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

St Michael's and All Angels Church

**Section 6. Signatories On Behalf of St Michaels Centre (Bishops Cleeve)**


**Treasurer:**

**Ross Dyer**

 2/4/25

**Chairman:**

**Nigel Bennett**

 2/4/25