



Home Community Cafe: Trustees' Annual Report 2020-2021

Opening Statement

No one could have anticipated the events of 2020. At a meeting in early March 2020 the café was closed for lockdown with an expectation of reopening in a matter of weeks. This became a complete closure for over four months and restricted activity for the remainder of the financial year.

Despite these challenges and with some invaluable support from generous funders (see section D), Home Community Café has survived this period and ended the financial year with optimistic recovery plans.

There were changes to the Trustee team with the departure of Caroline Vermes as her work commitments increased and the arrival of Rev Cate Allison who brought with her strong community / charitable experience from a previous role as Chief Executive of MASH (Manchester Action on Sexual Health). We have missed Caroline's contribution but are fortunate to have a strong and committed team and together we have persevered through a very challenging period. Two Trustees over this period were reconfirmed in post and endorsed by the St James & Emmanuel PCC in line with Home's governing document.

Looking forward into 2021/22, Home Café plans to review its purpose post-pandemic to ensure that it continues to play a key role in the local community and to help to meet both existing needs and those arising as a result of the previous 18 months.

Miriam Jones
(Chair of Trustees)

Home Trustees' Annual Report

This Annual Report is for the year ended 31 March 2021.

Section A: Reference and Administration Details

Charity Name:	Home Community Cafe
Registered Charity No:	1161501

Principle Address:
Emmanuel Church

Home Community Café,
6 Barlow Moor Road, Didsbury, M20
6TR

Website: <http://homecommunitycafe.org>

During the year the following served as trustees of the charity:

Miriam Jones (Chair)

Hilary Lowe

Katy Tebay

Jason Leach

Caroline Vermes

Rev Cate Allison

resigned April 2020

appointed June 2020

Section B - Structure, Governance and Management

Type of Governing Document:	Constitution
How the charity is constituted:	Charitable Incorporated Organisation
Trustee selection methods:	Appointed by Trustees

Additional Governance Issues

Home Community Cafe operates from Emmanuel Church, Didsbury (Registered Charity 1131669: St. James and Emmanuel Church). The lease agreement with St. James and Emmanuel Church specifies that the PCC approve Home Community Cafe trustee appointments whilst the cafe operates from the Emmanuel premises. The lease agreement was reviewed, updated and signed by both parties in March 2018.

Consideration of Risks

The major risk for the charity in 2021/22 continues to be recovery following the corona virus pandemic in a period of continuing uncertainty. The Trustees have identified two broadly similar risks to 2020/21, namely, securing a sufficient income and cash flow and affordable, flexible resourcing with a third risk being around clarity of purpose and the need to align the activities at Home with this.

In order to act to mitigate these risks the Trustees have put in place the following:

- **Income generation and cash flow** – regular discussion between the Café Manager and a dedicated trustee have ensured the provision of timely financial reports and forecasts to the Trustees. Costs have been tightly managed particularly over the closure period and partial reopening with careful stewardship of the SESF funding over the grant period. Building a prudent

reserve for Home continues to be an aim and we would plan to use major events, such as Didsbury Pride, to facilitate this.

- **Resourcing (staffing)** – the Trustees have taken difficult decisions over the period and are managing the resourcing risks through a flexible model which provides continuity of expertise but within an affordable budget. The continuity of Home's Café Manager has been key in securing the future of Home and the Trustees have been grateful for his commitment over a very difficult period and flexibility to work the hours required and as needed.
- **Purpose** – following the impact of Covid 19 across the nation (and globally), a key question for Home Trustees is the aim and impact of Home Community Café and ensuring that all activity is aligned to this and Home's purpose is clear to all stakeholders. Mitigation of an unclear purpose or one that meets community need less efficiently is being addressed through a series of discussions on purpose, involving wider users as appropriate. This will be a focus of the next financial year.

Section C - Objectives and Activities

Objectives of the charity as set out in its governing document:

"To further or benefit the residents of Didsbury and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects."

Summary of the main activities undertaken for the public benefit in support of these objects and key achievements

A year fully or partially under lockdown has impacted significantly on the activities undertaken by Home Community Café. However there are some highlights to report in a very unusual year:

- The provision of delivered meals to those who were unable to get out. Although there was not a major take up of this service, those who benefitted from it were very appreciative of a modestly priced 'home cooked' meal.
- From September onwards the volunteer programme restarted and made a big difference to the mental well-being of many individuals who were isolated and/or missing structure in their lives. In that respect the ethos of Home as a warm and welcoming place of acceptance continued, albeit for a smaller contingent
- The work progressed on the Changing Places toilet area which will offer the space, the equipment and the environment for those people with learning disabilities or physical disabilities such as spinal injuries, muscular dystrophy, MS etc. The unique provision of this facility in south Manchester will enable people with these disabilities to be confident about getting out into the community.
- The situation at Home has continued to be advertised on Facebook, Instagram and Twitter and our website updated regularly to ensure awareness as Home has slowly emerged from closure, through a gradual process of re-opening

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

Section D - Achievements and Performance

From the autumn, when it was permitted to reopen on a takeaway / delivery basis, the Café focussed on Covid support to those who were isolated and vulnerable with a range of 'at cost' takeaway meals and drinks. This proved fairly successful with a small number of regular customers. A loyal cohort of volunteers continued to contribute (within Covid guidelines) and this weekly commitment proved a lifeline for many of them.

Whilst it was possible to keep staff on furlough for a period, it became clear that a prolonged period with no income meant that there could be no guarantee that the café could even afford the relatively low contributions to furlough payments. Retaining the Café Manager only, and on reduced hours, it was with much sadness that we said farewell, with the hope of reemployment further down the line, to two shift leaders, Christie and Rachel.

The Trustees are enormously grateful to the Social Enterprise Support Forum which provided a grant covering the salary of the Café Manager, additional Covid-compliance requirements (cleaning, PPE etc), training support for volunteers and publicity. Without this

funding, Home would not have survived over this period and, once closed, would have been difficult to restart.

We are also grateful to the Co-Op for their generous funding to Home as one of its Community Partners over this period, and to We Love Manchester and the Airport Conservation Fund both of which supported the enhancement of the outdoor space which has been a huge asset as the café opened to serve customers outdoors.

In reviewing the risks identified in the 2020 annual report, the Trustees have met regularly to review the situation and to plan with careful cost management including some difficult decisions on staffing. The Trustees have also been proactive in seeking grant funding as a means of long-term survival.

The volunteer programme has continued to be source of support to those with a desire to develop skills, and to make a contribution to their community. It has been a great joy to begin to see the return of volunteers returning from our link charities (WorkStart) and also to see the return of some members of our old staff team on a more flexible basis who were welcomed back with open arms.

Community activities in the Living Room community space have been very limited over the past year and we look forward to the further easing of restrictions which will enable these support groups and community activities to flourish again.

Section E - Financial Review

Of the total receipts for the financial year of £54,139, only £10,201 was from café sales due to the enforced closure for a large part of the year, £3,000 in donations, £26,889 of grants and £14,043 from the government furlough scheme. The income very much reflects the unprecedented year we have had.

The major cost to Home continued to be staff at £37,078, 74% of the total expenditure of the café of £50,159. The enforced closure leading to the departure of two staff with only the café manager on the payroll meant staff costs were about £8k lower than the previous year. The other main movement was in stock purchases which decreased by some £18k to £3,716, reflecting the reduced trade.

The cash accounts after deducting the grant monies show a surplus for the year of £451, which has meant that our cash reserves have improved to £6,195. This buffer will be vital to keep the charity afloat as we re-establish the café in the community in the year ahead.

Reserves Policy

Home's income is largely dependent on trading, vulnerable to seasonal changes and venue availability. Consequently, our target level of reserves of one and a half month's trading at £9,000, especially in light of the unprecedented situation we find ourselves in, represents an aspirational figure which we will aim to build up to over time.

In addition, the trustees recognise that there is still an outstanding loan of £8k to be repaid as and when trading permits.

Section F - Declaration

The trustees declare that they have approved the trustees' report and signed on behalf of the charity's trustees by the chair of trustees:

Signature:

Date:

Full name: Miriam Jones



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Home Community Café	No (if any) 1161501
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Receipts and payments accounts

For the period from	Period start date 4/1/2020	To	Period end date 3/31/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Grants	2,922	23,967	-	26,889
Sales	10,201	-	-	10,201
Interest	6	-	-	6
Donations	3,000	-	-	3,000
Other Income - CJRS	14,043	-	-	14,043
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	30,172	23,967	-	54,139
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	30,172	23,967	-	54,139
A3 Payments				
Stock Purchases	3,716	-	-	3,716
Staff Costs	20,415	16,663	-	37,078
General Overheads	2,568	71	-	2,639
Outdoor Space	-	1,717	-	1,717
Events and Marketing	-	500	-	500
Maintenance and Consumables	2,807	737	-	3,544
Training	-	500	-	500
Finance Charges	215	-	-	215
Other Expenses	-	250	-	250
Sub total	29,721	20,438	-	50,159
A4 Asset and investment purchases, (see table)				
Loan Repayments	-	-	-	-
Assets retained for Charity's Own Use	-	-	-	-
Sub total	-	-	-	-
Total payments	29,721	20,438	-	50,159
Net of receipts/(payments)	451	3,529	-	3,980
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	5,744	1,191	-	6,935
Cash funds this year end	6,195	4,720	-	10,915

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Current Account	1,486	
	Deposit Account	4,609	4,720
	Petty Cash	100	-
	Total cash funds	6,195	4,720
	(agree balances with receipts and payments account(s))	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets			-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities	2017 Loan	Unrestricted	8,000
			-
	Utilities	Unrestricted	1,656
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name
	H A LOWE

CC16a

Last year

to the nearest £

3,153
74,656
21
500
-
-
-
-
78,330

-
-
-

78,330

21,469
44,764
8,164
-
2,686
5,554
130
897
582
84,246

-
-
793

84,246

- 5,916
-
12,851
6,935



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Open

Date of
approval

7/5/2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Home Community Café

On accounts for the year
ended

31 March 2021¹

Charity no
(if any)

1161501

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2021¹.

Responsibilities and
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 Act; or
- the accounts did not accord with the accounting records; or

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.

Signed:

Date:

4 September 2021

Name:

Christopher John Smail

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

FCA, DChA

Address:

2 Bamford Grove, Didsbury, Manchester, M20 2FF

Section B

Disclosure

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

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

None