

**MOSELEY & KINGS HEATH SHED
TRUSTEES' ANNUAL REPORT AND
ACCOUNTS FOR THE YEAR ENDED 31
MARCH 2021**

Charity Registration No. 1161505

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COMPANY INFORMATION

Trustees at time of AGM held on 18th November 2021	Martin Mullaney: Chairperson/Secretary Sandra McNally: Membership Secretary Saeed Ghinai: Vice Chairperson Stephanie Williams Paul Brown David Nicolls Rob Treadwell Richard Branch Larry Potter Jenny McKenzie Eileen Corcoran
Charity number	1161505
Principal address	Moseley and Kings Heath Park Vicarage Road, Kings Heath, Birmingham B14 7TQ
Independent Examiner	Timothy P Perry, c/o Moseley and Kings Heath Shed, Moseley and Kings Heath Park, Vicarage Road, Kings Heath, Birmingham B14 7TQ
Bankers	National Westminster Bank Ltd, 112a High Street, Kings Heath Birmingham B14 7LQ.

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The trustees' present their report and accounts for the year ending 31st March 2021.

The accounts have been prepared in accordance with the charity's Constitution and Financial Policies, applicable law and the requirements of the Charities (Accounts and Reports) Regulations 2008.

Objects of the charity

The charity was registered on 30th April 2015, (No. 1161505) and is affiliated to the UK Men's Shed Association. The registered office and principal address is Moseley and Kings Heath Park, Vicarage Road, Kings Heath, Birmingham, B14 7QT.

The charity's aims are:

- The advancement of health.
- The provision of recreational facilities, or the organisation of recreational activities, with the primary object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended and who live in south Birmingham and nearby areas.
- The advancement of education through the development of individual capabilities, skills and understanding through informal education and learning opportunities.
- The advancement of citizenship, volunteering, the encouragement of voluntary activity and increasing the involvement of individuals in community activity and the promotion of civic responsibility.
- Any other purpose that may reasonably be regarded as compatible with any of the preceding purposes.

Moseley & Kings Heath Shed will meet these aims by providing a space that is warm, welcoming and friendly where (mainly older) people can

gather to chat, have a hot drink and perhaps a light snack, share experience, skills and stories so that they can learn from each other, solve problems and gain perspective on their lives. They will also be able to take part in the activities that the 'Shed' has to offer, facilitating the acquisition of skills and benefiting participants through informal education.

Moseley & Kings Heath Shed recognises the need to secure relevant financial and human resources if it is to meet its core aims.

The Charity is governed by its Constitution, which set out the role and method of election of members of the Management Committee. The Management Committee meets at least quarterly and is responsible for the governance of the Charity, the actions of any paid employees and for all policy, organisation and financial matters.

Trustee Board

The trustees, who served during the year, 1st April 2020 to 31st March 2021, are listed below.

We have put in brackets the Annual General Meeting (AGM) date that each trustee was approved for their current term of office as trustee. The Constitution states that at every AGM, any trustees who have served more than 2 years and 11 months, must stand down. They may seek re-election at that annual general meeting.

- Richard Branch (7th January 2021)
- Paul Brown (15th November 2018)
- Eileen Corcoran (7th January 2021)
- Saeed Ghinai (11th October 2017)
- Sandra McNally (11th October 2017)
- Jenny McKenzie (7th January 2021)
- Martin Mullaney (15th November 2018)
- David Nicolls (15th November 2018)

- Larry Potter (7th January 2021)
- Les Stokes (resigned on 16th December 2020)
- Rob Treadwell (7th January 2021)
- Stephanie Williams (15th November 2018)

The following trustees will be standing down at this AGM and may seek re-election

- Paul Brown
- Saeed Ghinai
- Sandra McNally
- Martin Mullaney
- David Nicolls
- Stephanie Williams

None of the trustees has any beneficial interest in the charity or received any payments. All trustees have either made financial contributions or contributed in kind, in addition to giving their time to the project.

Workshop Facilities

The Covid-19 national emergency has extremely limited the activities of the Shed during the period 1st April 2020 to 31st March 2021. The Shed closed to members on 23rd March 2020 in line with government covid-19 guidelines. It re-opened to members on 28th July 2021, after government social distancing restrictions were lifted.

Even though the workshop remained closed for the entire period of this report, the trustees were busy in readiness for it re-opening.

During the period 1st April 2020 to 31st March 2021, the following improvements have been made to the workshop:

- the workshop facilities have been extensively overhauled, in order to create more space for members.
- The toilet has been completely refurbished. The walls have been tiled and disabled facilities installed: the pedestal height has been

raised a little and support handles have been installed. A wash basin with hot and cold water has been installed in the toilet – previously there was no wash basin. Neighbouring groups such as the Tools for Africa charity and the Council's garden team have also benefited from these improved toilet facilities.

Several sub-committees have been set-up and met using web-conferencing software. These sub-committees were:

- Finance and Fundraising
- Workshop
- Welfare
- Administration
- Alternative Shed

The achievements of these sub-committees for the period were period 1st April 2020 to 31st March 2021 included:

- **Finance and Fundraising sub-committee**
Completed the hand-over of the treasury role from Carol Belcher to the sub-committee. The sub-committee made a successful bids for
 - £2000 from the Heart of England Community Foundation. The grant was used for an Outreach Programme
 - £10,000 from the National Lottery Awards for All. The grant was to construct a building to be used as a carpentry machine shop.
- **Workshop sub-committee**
This committee continued to develop the designs and costings for the new carpentry machine shop and an enclosed wood storage area following the successful National Lottery Awards for All bid.
- **Administration sub-committee**
The sub-committee reviewed all the Sheds' policies, health and safety processes and risk assessments. Where gaps were found, new policies and processes have been developed and approved by the Trustees

- **Alternative Shed sub-committee**

The Alternative Shed sub-committee investigated numerous ways of engaging with the Shed membership while the covid-19 restrictions prevented the workshop from re-opening. The sub-committee held the first of a series of 'tea and biscuit' online meetings in March 2020. These meetings tried to replicate the informal chat that members would have in the kitchen area of the Shed. The 'tea and biscuit' meetings were well attended with approximately 10 to 20 members attending each time.

Workshop Sessions

Workshop sessions ended on 23rd March in line with government guidelines on the covid-19 emergency. No workshop sessions took place during the period 1st April 2020 to 31st March 2021.

Volunteers

The trustees continued to meet during the year using web conferencing facilities. Several trustees also worked in the Shed within government covid-19 guidelines, so as to tidy up and re-organise the workshop.

Training

No training took place during the period 1st April 2020 to 31st March 2021.

Membership

Membership is renewed at every AGM, which in turn occurs every November. However, with the national lockdown, the membership of the Shed was frozen as of 23rd March 2020. The membership fee period was extended until the November 2021 AGM.

For the purposes of the Shed's Annual Reports, the membership figures in

the end-of-year reports are the numbers at the AGM. The highest membership numbers during a year are at the AGM. Immediately after the AGM, the membership sees a sudden drop, since some members do not renew or renew later in the year.

The current membership has been frozen since 23rd March 2020.

	Membership as of 18 th November 2021
Total membership	65
Men	37
Women	28
Under 50yrs	3
50 to 65yrs	17
65 to 80yrs	41
Over 80yrs	4

Community Engagement

During the period 1st April 2020 to 31st March 2021, the Shed was unable to continue its normal community activities due to covid-19 restrictions.

Thank You

The trustees would like to extend our thanks to:

- The gardeners and managers in Kings Heath Park who have offered us support throughout the year.
- Tools for Africa for their support throughout the year.

Future Strategy

Recent Strategic developments April 2021 - November 2021

The Shed re-opened to members on 28th July 2021, following government relaxation of its covid-19 restrictions.

The sessions taking place in the Shed, at time of writing, are as follows:

- Wednesday 10am to 1pm – Tile Mosaics
- Wednesday 1pm to 4pm - woodwork
- Thursday 10am to 1pm stained glass work
- Thursday 1pm to 4pm – glass and woodwork (shared space)
- Friday 1pm to 3pm – Furniture restoration and woodwork
- Saturday 10am to 12.30pm – Stained glass work
- Outreach Art Class – these sessions do not take place at the Shed and their location will vary from week-to-week. These sessions are led by Rob Treadwell who keeps in touch with participants via a WhatsApp mobile phone app.

Our sub-committees continue to meet and their achievement since 1st April 2021 are as follows:

- **Finance and Fundraising sub-committee**

A second bid was submitted to the National Lottery for £10k to fund the construction of the woodturning and wood storage area. This bid was submitted in May 2021 and we were notified of its success in June 2021.

This committee have also overseen the Outreach Project that was the subject of a successful £2,000 bid to Heart of England Community Foundation. The monies grant allowed the Shed to purchase Art Boxes, Mosaics kits and equipment for glass works. Purchasing this equipment enabled the following to happen:

- Rob Treadwell led on the Art programme and a series of highly successful group sessions were held initially at the Friends Meeting House (Colmore Rd) in compliance with Covid

regulations.

- The Glass Kits have been loaned out to individual members who had experience of glass working and awareness of safety rules. Impressive photo results are much in evidence.
- A series arts and crafts sessions took place at the Trinity Sheltered Accommodation on the Birmingham/Shirley border. These sessions included weekly mosaics group sessions with up to 12 people attending. Thanks entirely to Steve Jay and Jo Potter, these sessions have been welcomed and generated much positive feedback.

The sub-committee are currently seeking more funding for the Outreach Programme, since it has been so successful that much of the purchased consumables have already been used up!

- **Workshop sub-committee**

Much of this sub-committees time since 1st April 2021 has been spent getting the workshop ready for re-opening, plus developing the designs of the carpentry machine shop and wood storage area following the successful National Lottery bid.

At time of writing a finalised design for the new building has been submitted to the Council for approval. It is anticipated that the new carpentry machine shop will open in spring 2022.

- **Administration sub-committee**

All the Shed's policies, health and safety processes and risk assessments have now been reviewed. Where gaps were found, new policies and processes have been developed and approved by the Trustees.

Work is still ongoing, especially in relation to the training of workshop supervisors.

- **Alternative Shed sub-committee**

The Alternative Shed sub-committee held two more 'tea and biscuit' virtual meetings after 1st April 2021. The sub-committee was then suspended once the workshop re-opened.

Future Strategy November 2021 - March 2022

Work is currently focused on opening the new carpentry machine shop by March 2022. This machine shop will allow many of the machines in the current workshop to be moved into the new space, which in turn will create more space for members.

Martin Mullaney

Chairperson

Independent examiner's report to the trustees of Moseley and Kings Heath Shed

I report to the trustees on my examination of the accounts of the Moseley and Kings Heath Shed (the Trust) for the year ended 31 March 2021

Responsibilities and basis of report

As the charity trustees of the Trust 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, presented to me, 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

With respect to the issues identified by the previous examiner in the Annual Report of 31 March 2020:

- Reports are made at the Trustees meetings of current cash and anticipated expenditure and income.
- Bank mandate has been updated and former Treasurer's authority removed.
- The opening of a Deposit Account as a second account for funds has so far not been possible.
- No membership subscriptions were made during the year due to COVID.

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:

Name: Timothy P Perry

Address: Harborne, Birmingham,

Date: 1 November 2021

STATEMENT OF FINANCIAL ACTIVITIES, (including Income & Expenditure Account)

Profit and Loss Sheet 1st April 2020 – 31st March 2021

Income	2019-2020	2020-2021
Donations & Grants	£1280.00	
Members subs	£1,692.00	£20.00
Members Attendance fees	£4,474.72	£85.32
Fund Raising	£147.00	
Sale of goods for profit	£305.00	
Sale of glass	£1,618.92	£17.00
Donations Members disc fund		
Art Class	£159.20	
Bank Interest	£44.90	
Total income	£9721.74	£122.32

Expenditure	2019-2020	2020-2021
Rent	£757.48	802.92
General upkeep	£1088.96	£66.82
Insurance	£507.48	£538.83
Telephone & Broadband	£514.00	£480.70
Mosaics class	£431.69	£10.00
Admin costs/Trustee exp	£457.97	£437.23
Security	£81.65	
Training	£80.00	
Equipment woodworking	£201.70	
Art Class	£245.21	
Equipment Computers	£140.00	
Building Improvements	£400.41	£1549.21
Glass purchases	£2,660.81	
Total expenditure	£7567.36	£3,885.71
Excess income over expenditure	£2154.38	-£3,763.39

Balance Sheet as of 31st March 2021

	2019-2020	2020-21
Grants remaining funds		
GC Gibson	£824.18	0.00
Heart of England Fund		£2,000.00
Benevolent fund	£461.10	£461.10
Total Grants received and therefore 'Restricted funds'	£1,285.28	£2,461.10
Money in the Shed bank account and therefore 'Unrestricted funds'	£9,428.75	£6,489.54
Total money in the bank as of 31st March: at end of financial year	£10,714.03	£8,950.64

Notes to the Financial Statements for the year ended 31st March 2021

These accounts have been prepared against the background of Coronavirus / Covid 19 and as such the shed has not been able to open throughout the entire accounting period.

Review of financial position

The net income for the year amounted to £122.32. The trustees have also obtained grant monies from the Heart of England Resilience Fund of £2,000 for outreach work. These funds were not received until the end of the financial period and as the costs involved in this project will not be seen until next year's account this money is treated as a prepayment.

The income of £122.32 relates to money received in respect of prior year activities which we were unable to access until later in the year because of the Covid 19 restrictions.

The trustees took the decision not to charge any subscription fees during this period with fees next due at the time of the annual general meeting in November 2021.

Our expenses during the year have amounted to £3,885.71. This has included insurance at £538, telephone & broadband £480 and general running expenses of £437. The running expenses include subscription to Zoom, costs of printing and distributing newsletters to the members etc.

The main expense has been £1,549 to refurbish the toilet. It was felt necessary to undertake this work so it would comply with Covid guidelines and give returning members confidence that the shed is a safe environment.

Included in this figure is the payment of rent to Birmingham Council of £802.92. The invoice was received after the year end and for the sake of clarity for the members has been included in the accounts and treated as an unrepresented cheque.

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be aimed at a level equivalent to six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

At the current time the charity has sufficient reserves should the shed continue to be closed or operating on a restricted number of attendees for a protracted period

Risk factors

Risks to which the Charity may potentially be exposed are examined by management as part of the normal activity planning and the annual budget process and are included within the budget, which is reported to the members of the Management Committee. Management continues to seek diverse funding streams to ensure that reliance on only one source of income does not occur. It is important to maintain membership and of attendance levels, which should cover the main fixed costs. However, some sale of goods and other income generation possibly through grants and donations seems required to further develop the project.

Internal risks are minimised by the existence of clear procedures for the authorisation of all transactions.

TRUSTEES COMMENTS ON THE ACCOUNTS

This is the fifth year that the shed has been open for a full 12 month period. Our biggest fixed cost is in respect of rent to Birmingham Council at c£800. During this accounting period the shed has not been charged any rent. It would normally have been due in September 2020. As noted above the invoice in respect of the rent was received after the year end and has been

treated as an unpresented cheque. The next rent invoice is due imminently. At the present time the trustees have not been given any indication by the Council what rent will be due for next accounting period.

It is disappointing that despite strenuous efforts by the trustees that Birmingham Council has still not put in place a formal lease agreement and that the full rent demand received despite the fact the shed has been unable to open over full period of these accounts.

Our standing costs ie insurance and general running expenses were in line with prior year costs.

The following figures have been adjusted to reflect that the rent demand was paid within the accounting period.

At the end of the year we held £8,950.64 in the bank broken down as follows

- A members' benevolent fund, currently stands at £466.10. Payments made are at the discretion of the trustees.
- Grant money was received from the Heart of England Resilience Fund of £2,000

We have unrestricted funds of £6,489.54

As stated last year the construction of the wood store has become a priority, but we are awaiting approval for this work to be undertaken from Birmingham City Council. At this time we do not know what type or size of construction we will be allowed to erect and are therefore unable to quantify the likely costs.

The trustees are aware that some members may not be able to pay these fees and a discretionary funds been set up by the trustees for this purpose.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts, the trustees are required to: - select suitable accounting policies and then apply them consistently; - make judgements and estimates that are reasonable and prudent; and - prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation. The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.