

HIVE

Trustees' Report

For the year ending 31 March 2024

Administrative Information

Hive is a charitable incorporated organisation, registration number 1165566.

Registered office: **Hive Community Hub, School Street, Sudbury, Suffolk CO10 2HA.**

Trustees

Shirley Moore (Chair)

Lesley Ford-Platt

Robin Hodgkinson (Secretary)

Andrew Welsh

Tony Willson (Resigned January 2024)

Gloria Woods (appointed April 2023, resigned November 2023)

Robert Spivey (Treasurer) (Appointed June 2023)

As well as the Trustees, the organisation has a forum who usually support the Trustee Board in planning activities. Membership of the forum is open to voluntary and community sector groups in the local area, as well as relevant statutory agencies.

Structure, Governance & Management

1. Nature of governing document

The activities of Hive are governed by a Constitution approved by the Charity Commission on 12th February 2016.

2. Recruitment and appointment of trustees

The trustees and staff are always on the lookout for potential new trustees who can bring their skills and expertise to assist in the organisation's governance. Potential trustees have access to the chair to discuss their involvement. When recruited, new trustees are inducted through meetings and an induction pack, which not only covers information about the organisation but their roles and responsibilities as trustees.

3. Review of the financial position

The accounting year this year runs from April 1st 2023 to 31st March 2024. Total income for this period was £45,245 (including £32,464 restricted funding) and expenditure £41,946 (including £24,514 restricted expenditure).

The net result was a surplus on the year of £3,299 thus leaving a fund balance of £30,067, including restricted funding.

4. Financial Management

Hive finances are managed by a Treasurer who reports to the Trustees at their quarterly meetings.

The Bank account is now held at NatWest PLC. All cheques and internet banking transactions require two signatories.

The systems of internal control include reports submitted by the Treasurer at the regular Trustee Board meetings. Also, consideration of the financial results and forecasting of possible funding shortfalls are discussed in detail at Trustee meetings.

5. Reserves Policy

At present Hive has no reserves policy. If, however, sufficient surpluses are made in the future, the Trustees would designate a proportion of these as a general reserves fund.

6. Risk analysis and plan

There are a number of areas that the Trustees consider as potential risks. These are as follows:

Inability to raise funds for existing activities

Inability to recruit trustees in the future

Lack of interest in the activities and services offered by Hive

With the purchase of the URC Church and Hall, there are also additional risks of managing an old building and ensuring that this is:

a) fit for purpose

b) that income from hiring, events and fundraising activities meets the expenditure costs.

7. Funding

Funding was received from a variety of sources. These are listed in the Achievements and performance section of this report.

8. Objectives and Activities

Hive's objects are primarily for the benefit of the inhabitants of the Sudbury and District area to:

- a) provide training and learning activities and resources to local voluntary and community groups;
- b) provide information services to local groups;
- c) provide opportunities for local groups to work in partnership with other agencies; and
- d) offer funding or funding advice to help local groups to develop
- e) provide a building and space for local organisations to hire for their activities and services.

Hive has fulfilled its objects in a number of ways:

- Redesigning its website to contain more information about local groups and online resources.
- Developing an e-bulletin sent out to its mailing list of 80 groups, with news of events, service and resources
- Providing quarterly steering group meetings giving groups the opportunity to discuss local issues and exchange information. Several new groups have found these a very useful way to establish contacts and learn about potential funding sources.

- Developing a programme of free training courses, in normal times, in subjects as diverse as 1st Aid, Social Media, Trustees' Roles and Responsibilities and Managing Volunteers
- Purchasing the URC church and hall as a venue for local charitable organisations to hire at reasonable rates, less than commercial rates. Commercial hirers are welcome, but they pay higher fees.

9. Meeting the Principles of Public Benefit

Hive meets the Charity Commission's Public Benefit Principles in a number of ways:

- It helps new and small groups to establish contacts and learn about current projects and developments through the regular steering group meetings. A regular email newsletter is also sent out
- through providing support to new groups through one-to-one meetings on issues ranging from business planning to setting up as a charity, training courses and online resources
- Through the purchase of the URC Church and Hall and managing this building as a place for hire and for staging events.

10. Achievements & Performance

Having bought the URC Church and Hall in November 2021 and carried out sufficient remedial work to make the building usable again, this year has been one of consolidation and building up a reasonable client base.

The significant progress this financial year on the building was to draw up plans for our use of the building and improvements to the infrastructure. These plans were submitted in June 2022. Planning permission and listed building consent was granted in October 2022 by the local planning authority. These plans include replacement of all wooden windows, doors, removing the pews from the ground floor, and forward-facing balcony of the church, re-flooring the uneven surface of the old church and building a porch at the entrance to the old church hall. Our priorities for the future include making the access to all areas for wheelchairs, and to that end we have already installed a step-lift that links the old church and the church hall. We have also taken the opportunity of installing LED lighting in the old church hall, as well as upgrading the old electrical distribution panel to one of a more modern design with circuit breakers rather than fuses. Some of the pews have already been removed.

During the year the building has been used by a number of hirers including Sudbury Choral Society who performed a number of concerts in the Joy Abbot Hall, The Befriending Scheme, various classes including low impact exercise classes, a WI group, Newstalk (a recorded newspaper for the blind), the Bridge Project, Offshoot films (a charity that provides a film making school for disadvantaged children), the annual Sudbury Music Festival and the Jesus Reigns Ministry. New bookings included the University of the Third Age, Weavers Court, Woodpeckers Nursery as well as a number of Community Energy events, including Babergh and Mid Suffolk District Council's Community Climate Action Roadshow in October 2023.

During the Summer, Hive ran a series of weekly lunchtime concerts kindly organised by Roger Green and Lesley Ford-Platt. This included 11 concerts featuring a mixture of musical styles including folk singers, choral groups, classical instrumentalists and vocalists. In addition there were a number of evening concerts during the year featuring organ concerts and including a concert by the Accidentals and the Djangoliers in the Autumn.

Sinead Johnson, Hive's part-time Administrator provided a very efficient service organising bookings, sending out quarterly newsletters, packed with information about Hive and local voluntary and community sector events and information. Two local Forum events were held including a funding session with Nicki Bray of Suffolk Community Foundation and Jatinder Purewai from the National Lottery Community Funding. In March 2023 the Forum welcomed speakers from Abbeyfield Leisure and Community Action Suffolk.

Hive also re-activated the Sudbury and District Volunteer Awards, which was held in June 2023 to coincide with the end of Volunteers Week.

In the year under review, donations for the project were received from:

The Hillier Trust (£10k) and Suffolk Community Fund (£5k) (funding Hive's Part-time Administrator), Locality Grants from Babergh District Councillors: Adrian Osborne (£640) (for bicycle racks), David and Jane Mann (£5,000) towards the cost of the M & E report, Sudbury Rotary Club (£500), Anonymous Donation of £3500 (for ceiling repairs), Sudbury Market Town Partnership (£3,050) and ASDA Foundation (£1,413) for the kitchen refurbishment. Approximately £700 was also raised by Hive Trustee, Andy Welsh and his wife Janet from a coast to coast walk which they completed. a 192 mile walk from St Bees in Cumbria to Robin Hoods Bay in Yorkshire to take place over 17 days in May 2023.

11. Future Plans

Future plans include raising money to continue the refurbishment of the Hive Community Hub, gaining permission to change the heating for Friars Hall, increasing the number of bookings and programming events and concerts within the building.

I would finally pay tribute to my fellow Trustees, who have discharged their duties and responsibilities as Trustees and Directors with pragmatism and good sense. Thanks should also go to Sudbury Rotary Club for their continued support and assistance.

Shirley Moore



Date: 7th August 2024

Chairman

Annual Accounts 2023/4

Section A Receipts and payments

	Unrest ricted funds to the nearest £	Restric ted funds to the nearest £	Endowm ent funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
General Funds	12,781	1,839	-	14,620	19,800
Adminstrator	-	15,000	-	15,000	15,000
Maintenance	-	4,000	-	4,000	-
Refurbishment		10,507	-	10,507	25,486
Organ	-	1,118	-	1,118	1,019
Sub total (Gross income for AR)	12,781	32,464	-	45,245	61,305

A2 Asset and investment sales, (see table).

Total receipts	12,781	32,464	-	45,245	61,305
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A3 Payments

Salaries and support	-	6,272	-	6,272	5,991
Office Costs	4,503	-	-	4,503	3,121
Premises Costs	12,861	3,841	-	16,702	15,173
Refurbishment Costs	-	14,401	-	14,401	32,235
Misc	68	-	-	68	-
	-	-	-	-	-
Sub total	17,432	24,514	-	41,946	56,520

A4 Asset and investment purchases, (see table)

Total payments

17,432

24,514

-

41,946

56,520

Net of receipts/(payments)

-
4,651

7,950

-

3,299

4,785

A5 Transfers between funds

5,182

-
5,182

-

-

-

A6 Cash funds last year end

10,945

15,823

-

26,768

21,983

Cash funds this year end

11,476

18,591

-

30,067

26,768

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


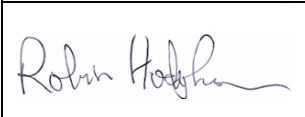
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Balances	11,476	18,591	-
		-	-	-
		-	-	-
	Total cash funds	11,476	18,591	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Sundry Debtors	2,510	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Hive Building	Restricted	265,000	265,000
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Sundry Creditors	Unrestricted	2,046	In 30 days
			-	

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

Signature	Print Name	Date of approval
	Shirley Moore, Chair of Hive	7 th August 2024
	Robin Hodgkinson, Trustee and Secretary	7 th August 2024