

# **BARFORD YOUTH & COMMUNITY CENTRE**

**Charity Number: 1166022**  
*(a Charitable Incorporated Organisation)*

## **Trustees' Annual Report and Financial Statements for the Period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

**27<sup>th</sup> December 2021**

## Reference & Administration Details

**Charity name: BARFORD YOUTH & COMMUNITY CENTRE**

Charity number: 1166022

Charity's operating address: The Scout Hut, Wasperton Lane, Barford, Warwick CV35 8DT

Charity's contact address: 37 Dugard Place, Barford, Warwick CV35 8DX

### Names of the Charity Trustees who manage the Charity

	<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
1	<b>Mr Rod Scott</b>	<b>Secretary</b>	<b>03.06.19</b>	
2	<b>Mrs Alex Farr</b>	<b>Treasurer</b>	<b>16.04.18</b>	
3	<b>Mr Ian Paterson</b>	<b>Chairman</b>	<b>28.09.20</b>	-
4	<b>Mr Ed Butlin</b>		<b>09.09.19</b>	
	<b>Mr Martin Russell</b>	<b>Group Scout Leader</b>	<b>Ex officio</b>	-
	<b>Mrs Jane Scott</b>	<b>Church Warden</b>	<b>Ex officio</b>	
	<b>Mrs Hilary Burvill</b>	<b>Guide Unit Leader</b>	<b>Ex officio</b>	<b>13.09.21</b>

Mr Russell and Mrs Scott are *ex officio* Trustees as the representatives by their position of the Barford Scout Group and the local Church, respectively.

Mrs Burvill is also an *ex officio* Trustee, as Guide Unit Leader; although the Guide Unit (Brownies) closed in April 2019, she has remained in that role to facilitate any re-starting of Guiding.

The Trustees of Barford Youth & Community Centre met 5 times during 2020/21.

The charity's AGM was held on 28<sup>th</sup> September 2020 (delayed because of COVID pandemic restrictions).

According to the charity's constitution, one third of the elected Trustees is required to resign each year, but may be re-elected if eligible. At the AGM on 28<sup>th</sup> September 2020, Mr Paterson resigned, but was willing to be re-elected and, being eligible and there being no other candidates, he was re-elected unanimously by the members on a show of hands.

Mr Butlin had been appointed as a Trustee during the 2019/20 year and his appointment was confirmed at the AGM on 28<sup>th</sup> September 2020.

Also at the AGM on 28<sup>th</sup> September 2020, Mr Paterson was elected to be Chairman (succeeding Mr Scott) and Mr Scott was elected to be Secretary (succeeding Mr Paterson)

## Structure, Governance & Management

### Description of the Charity's Trusts

**Type of Governing Document:** Constitution

**How the Charity is Constituted:** Charitable Incorporated Organisation

**Trustee Selection Methods:** The ex officio Trustees are the Group Scout Leader, Guide Unit Leader and a Church Warden. The elected Trustees are selected from the members of the Barford Youth & Community Centre and are typically the Chairman, Treasurer and Secretary of the Group, as elected by its members.

**How New Trustees are Inducted and Trained:** New Trustees are inducted through explanation of their roles, responsibilities and accountabilities according to the charity's Constitution. They are guided to the information available for Trustees on the Charities Commission website.

## Objectives & Activities

### Summary of the Objects of the Charity as set out in its Governing Document

The objects of the CIO are, without distinction of political, religious or other opinions,

- 1) To promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities by providing a building and related facilities (the "Barford Youth & Community Centre") for meetings and activities of the local Scouting and Guiding groups and providing other support to those Groups; and
- 2) To provide a building and related facilities in the interests of social welfare for educational, recreational and other leisure time activities by the residents of Barford and neighbouring communities in the south of Warwickshire with the object of improving their conditions of life, and providing other support for such activities.

If necessary to resolve any conflict or overlap in use of resources or finances, including requests for use of the building and facilities, Objective 1) shall have priority over Objective 2)

### Summary of the Main Activities Undertaken for the Public Benefit in Relation to the Charity's Objects

Barford Youth & Community Centre (BYCC) provides and manages a venue (the "Scout Hut") for activities vital to the local community. This includes several, regular groups providing meetings and activities for various sections of the local population. The venue and facilities are also in regular, frequent use for meetings of the Barford Scout Group. BYCC pays for the running (utilities, insurance, etc.) and maintenance of the building and facilities used for these various meetings and activities. BYCC also provides some limited financial support in paying for Scout Group leaders' uniforms, training and annual membership fees to the Scout Association.

Use of the site of the building is by Lease from the Diocesan Trustees for the Diocese of Coventry and the Rector and Church Wardens of St. Peters' Church Barford.

The venue and facilities are also used for several other, local community activities on a regular and occasional basis.

The present building is well over 30 years old and in great need of replacement. BYCC is engaged in a major project to replace the existing hut with a new, larger, energy efficient and cost effective building with disabled access that meets current building and environmental standards (the "Youth & Community Centre").

The management of this project is via a Building Committee which has met as required to monitor the progress. A Project Manager (appointed by the Trustees at the start of 2019/20 and renewed in July 2020 as a rolling contract on 3 months' notice) reports regularly to this Committee and attends its meetings; the Committee then reports to the Trustees.

### **Additional Details of Objectives & Activities:**

Barford is a small, rural village in south Warwickshire, which has expanded significantly in recent years through new housing developments. It is some 5 miles from the nearest towns and has very few social or recreational facilities for the local people. With limited public transport links to the urban centres, it is recognised by Warwick District Council as suffering a degree of 'rural isolation and deprivation'.

BYCC provides and manages the venue and facilities for a wide range of local community activities and meetings. These include the regular meetings of the weekly Hut Café and Baby & Toddler Group, and of the local Art Group and Sewing Group. In providing the location for the Barford Scout Group, BYCC supports the educational, physical, emotional and ethical development of around 100 young people from the village and surrounding local area.

The venue is also frequently used for local Church meetings, a ballet class, and small local private functions such as birthday parties and christening parties.

Without the venue and facilities provided by BYCC, none of these highly beneficial activities for the local community would be able to continue.

The project to manage and fund a new building to replace the Scout Hut will increase the benefit provided and be suitable for increased use for a wider range of local community activities.

For example, the weekly Hut Café is attended by 30 to 40 local people, many of whom are elderly. It enables them to meet and socialise (thus enhancing their quality of life) and at the local Art Group and Sewing Group around a dozen people meet to pursue a stimulating hobby and develop their artistic skills. The Baby & Toddler Group is enjoyed by many pre-school age children and their parents/carers.

The building is also used around four or five times each year for Bingo Evenings, which are enjoyed by 30 or more local people of all ages, and on an occasional but frequent basis as the venue for village people to hold events such as birthday parties and other celebrations, jumble sales and amateur drama rehearsals.

BYCC hence serves the needs of local people across a very wide age range and provides great benefit to the local community as a whole.

## **Achievements & Performance**

### **Statutory Declaration**

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

## Summary of the Main Achievements of the Charity for the Year 2020/21

During the period covered by this Annual Return, the operation of the Scout Hut and the activities of the many local community groups using it were severely curtailed by the COVID-19 pandemic and the associated restrictions.

While there were some, brief periods between 'lockdowns' when the Scout Hut could be used, even then COVID-safety precautions meant use was very restricted. For example, when Government policy did allow some social interaction, the Scout Hut Café met outside – weather permitting.

As use of the Scout Hut had been increasing in previous years, both in frequency and the range of activities, the charity's inability to allow for these many local community activities to continue was a matter of great disappointment.

It also meant that there was essentially no income from use of the Scout Hut during the year, while some costs (e.g. insurance and maintenance) still had to be met.

The charity's major project to replace the existing building with the new Youth & Community Centre was similarly very badly affected by the COVID pandemic, with almost no opportunity to continue with local fundraising, or apply for grants from major funding sources.

However, the charity was very grateful to receive some grants from Warwick District Council to mitigate the financial impact of COVID closures, a grant from the local Warwick County Councillor and some, limited local fundraising was also possible.

Overall, these impacts meant the financial position of the charity deteriorated slightly over the year.

Despite the impact of the COVID pandemic, important progress was made with the Youth & Community Centre project, with the continuing support of our Project Manager:

- Professional advisors were contracted (e.g. a structural engineer, a mechanical & electrical engineer and a quantity surveyor);
- There was further consultation with the local community and Hut users, as a result of which and through further work with the architect, a revised design for the new Youth & Community Centre was developed and this was the focus of a public consultation in August 2020, with a model and architect's visualisations of the new design;
- An updated Planning Application was submitted to Warwick District Council; this received a remarkable level of local support, with over 60 local people submitting Comments in Support (and no Objections); Planning Permission was granted;
- An application for funding, with full Business Plan, was submitted to Warwick District Council and discussed constructively with them;
- An increased funding commitment from the Joint Parish Council.

## Financial Review

### Brief Statement of the Charity's Policy on Reserves

The Charity operates three current bank accounts and one savings account.

The three current accounts are used separately for:

- the receipts from charging for use and the expenses of operating the existing Scout Hut (utilities, cleaning, insurance, etc.)
- to hold the funds for and meet the expenses of progressing the new Youth & Community Centre project
- to manage the charity's 200 Club (funds received from the annual cost for individuals to take part and to pay the quarterly prize monies)

At the decision of the Trustees, surplus funds not needing to be kept in the accounts prudently to ensure the continuing operation of the Scout Hut and the 200 Club may be transferred to the Youth & Community Centre Fund.

The savings account holds a residual amount from the establishment of the current Scout Hut; its funds will also be used towards final completion of the new Youth & Community Centre.

### Details of Any Funds Materially in Deficit

None

## Statutory Notes to the Accounts

### Particulars of Any Outstanding Guarantee Given by the CIO

The Lease on the building is for 30 years from 2<sup>nd</sup> October 2017, at an initial cost of £100 per annum (with five-yearly increase in line with RPI inflation)

### Particulars of Any Outstanding Debt

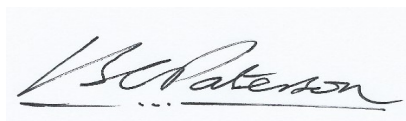
None.

## Declaration

**The Trustees declare that they have approved the Trustees' Report above.**

Signed on behalf of the Charity's Trustees

**Signature(s):**



**Full Name(s):**

Ian Stuart Cunningham  
Paterson

Roderick Andrew Scott

**Position(s):**

Chairman and Trustee

Secretary and Trustee

**Date:**

27<sup>th</sup> November 2021

27<sup>th</sup> November 2021

## Independent Examiner's Report on the Accounts

Although not required (as the income of the charity was less than £25,000 in 2020/21), the Annual Accounts have been independently examined; the examiner had no comments to make to the Trustees.

## BYCC accounts for year ending 31<sup>st</sup> March 2021

	Year ending 31 <sup>st</sup> March 2021			Year ending 31 <sup>st</sup> March 2020		
	Unrestricted £	Restricted £	Year end 2021 £	Unrestricted £	Restricted £	Year end 2020 £
<b>Donations &amp; Grants:</b>						
Grants <sup>a</sup>	13,522.00	1,000.00	14,522.00	0	0	0
Donations (Gift Aided)	0	1,166.00	1,166.00	0	3,812.80	3,812.80
Donations (non Gift Aided)	0	296.63	296.63	0	4,914.41	4,914.41
Claimed Gift Aid	0	890.70	890.70	0	1,042.28	1,042.28
Donations via website	0	0	0	0	39.32	39.32
<b>Receipts:</b>						
Rental <sup>b</sup>	330.00	0	0	2,369.00	0	2,369.00
Fundraising ( <i>net of costs</i> ) <sup>c</sup>	0	3,851.24	3,851.24	0	2,980.37	2,980.37
200 Club ( <i>net of costs</i> ) <sup>d</sup>	0	1,651.00	1,651.00	727.00	0	727.00
Water supplied <sup>e</sup>	666.04	0	666.04	476.79	0	476.79
Interest <sup>f</sup>	0	17.24	17.24	0	47.38	47.38
Other	0	0	0	0	0	0
<b>Total Income:</b>	<b>£14,518.04</b>	<b>£8,872.81</b>	<b>£23,390.85</b>	<b>£3,572.79</b>	<b>£12,836.56</b>	<b>£16,409.35</b>

- a) *Unrestricted*: JPC Community Centre grants £1,250 ('19/'20) & £1,272 ('20/'21); WDC "Lockdown Grants" £10,000 & £1,000; *Restricted*: WCC grant.  
b) Because of Coronavirus restrictions, for much of the year the Scout Hut was either closed completely or no longer suitable for most of the regular groups.  
c) This financial year: Tomas Elek's sponsored run; Hilary Maynard's monthly quizzes; Scout Hut Café; Victoria Austin's raffle; and Art Group exhibition.  
d) Last year's 200 Club net income of £727, now in aid of the BYCC Project and therefore moved to the restricted fund, plus this year's £924 net income.  
e) Water supplied to Church and Parish allotments, which we initially pay for and are then reimbursed for (see also note g).  
f) Santander deposit account.

	Year ending 31 <sup>st</sup> March 2021			Year ending 31 <sup>st</sup> March 2020		
	Unrestricted £	Restricted £	Year end 2021 £	Unrestricted £	Restricted £	Year end 2020 £
<b>Expenditure:</b>						
Utilities – water <sup>g</sup>	682.67	0	682.67	536.40	0	536.40
Utilities – electricity <sup>h</sup>	615.51	0	615.51	288.24	0	288.24
Rates <sup>i</sup>	0	0		85.68	0	85.68
Insurance	1,161.16	0	1,161.16	1,112.02	0	1,112.02
Lease of allotments land <sup>j</sup>	0	0	0	300.00	0	300.00
Maintenance <sup>k</sup>	637.00	0	637.00	1,429.09	0	1,429.09
Subsidies to Scouts and Brownies	0	0		110.20	0	110.20
Transfer of '19/'20 200 Club income to restricted fund	727.00	0	727.00	0	0	0
Professional Project Manager & Fundraiser <sup>l</sup>	0	11,953.26	11,953.26	0	9,779.94	9,779.94
Architect	0	4,052.71	4,052.71	0	2,106.00	2,106.00
Consultants fees	0	2,610.00	2,610.00	0	0	0
Other <sup>m</sup>	0	1,684.54	1,684.54	0	921.00	921.00
<b>Total expenditure:</b>	<b>£3,823.34</b>	<b>£20,300.51</b>	<b>£24,123.85</b>	<b>£3,861.63</b>	<b>£12,806.94</b>	<b>£16,668.57</b>

- g) This includes the water supplied to the Church and Parish allotments, for which we are reimbursed. The amount BYCC actually has to pay is £682.67 – £666.04 = £16.63 (see also note e).  
h) The figure for year end Mar. '21 incl. a payment of £282.87 covering the quarter Dec. '19 to Mar. '20. After this, during lockdown, bills were based on estimated readings. As there was virtually no activity in the Scout Hut for much of the year, we are now over £220 in credit.  
i) As part of Covid Relief, we were exempt from paying rates.  
j) The Lease for Oct. '20 to Sep. '21 was paid in January 2020. A Standing Order will be set up in Sep. 2021 for annual payments from then on.  
k) Grass cutting (£100); Hut cleaning (£33); full electrical check & PAT testing (£168); and electrical repair work following the full check (£336).  
l) The work done by Julie Crawshaw, our professional Project Manager & Fundraiser, has been invaluable in progressing the Project through the various preparatory stages at a pace we could not have achieved without her.  
m) Consultation boards (£129.60); perspex box for model (£143.94); and WDC Planning application fee (£1,411.00).

BARFORD YOUTH & COMMUNITY CENTRE  
End of year accounts 31<sup>st</sup> March 2021 – *continued ...*

	Unrestricted £	Restricted £	Year ending 31 <sup>st</sup> March 2021 £
Total income	14,518.04	8,872.81	
Total expenditure	(3,823.34)	(20,300.51)	
<b>Balance for year:</b>	<b>£10,694.70</b>	<b>(£11,427.70)</b>	<b>(£ 733.00)</b>
<b>Balance brought forward from previous year:</b>	6,818.55*	45,541.32	52,359.87
<b>Balance carried forward to next year:</b>	£ 17,513.25	£ 34,113.62	£51,626.87

\* Last year's unrestricted balance of £6,846.55, minus £28 (a stray cheque now accounted for).

<b>Bank Reconciliation Mar 31 2021 Unrestricted Funds</b>	£
Current account (NatWest 66530709) (per statement)	17,513.25
Unrestricted balance:	£17,513.25

<b>Bank Reconciliation Mar 31 2021 Restricted Funds</b>	£
Restricted balance in Santander deposit account (per statement)	7,921.09
200 Club net income 2019/20 still in dedicated 200 Club account	727.00
200 Club net income 2020/21 still in dedicated 200 Club account	924.00
Project account (NatWest 38510847) (per statement)	24,541.53
Restricted balance:	£34,113.62

<b>Accounts held by BYCC:</b>		
<i>Unrestricted Fund:</i>	NatWest "Community Current Account" ("Business Current Account" for non-profit organisations)	BYCC General GB21 NWBK 60 12 35 66530709
<i>Restricted Fund:</i>	NatWest "Community Current Account" ("Business Current Account" for non-profit organisations)	BYCC Project GB24 NWBK 60 12 35 38510847
	NatWest "Community Current Account" ("Business Current Account" for non-profit organisations), administered separately by Mrs. K. Robinson, 200 Club Administrator	BYCC 200 Club GB56 NWBK 60 12 35 41544722
	Santander "Treasurer's Saving Account"	GB95ABBY09015005007003

**Final comments:**

This past year has been a difficult one for the Project, with almost no fundraising opportunities because of Covid restrictions. We are very grateful to Tomas Elek and Hilary Maynard, who have provided the bulk of the restricted income (£2,307.66 and £1,138.58, respectively). A big "thank you" also to everyone else who has donated time, talents and/or money.

We are also very grateful to the Joint Parish Council of Barford, Sherbourne & Wasperton, as well as to Warwick District Council and Warwick County Council in providing financial support during the Coronavirus crisis.

Prepared by: Mrs. Alex Farr, treasurer BYCC Date: 6<sup>th</sup> May 2021

Signature:



Independently examined by: Mr. Doug Warne

Date: 22<sup>nd</sup> June 2021





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**BARFORD YOUTH AND COMMUNITY CENTRE**

No (if any)  
**1166022**

## Receipts and payments accounts


**CC16a**

For the period from	Period start date 01/04/2020	To	Period end date 31/03/2021
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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 £	Last year to the nearest £
<b>A1 Receipts</b>					
Donation Grant and Receipts	14,518	8,873	-	23,391	16,410
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>14,518</b>	<b>8,873</b>	<b>-</b>	<b>23,391</b>	<b>16,410</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>14,518</b>	<b>8,873</b>	<b>-</b>	<b>23,391</b>	<b>16,410</b>
<b>A3 Payments</b>					
	3,823	20,301	-	24,124	16,669
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>3,823</b>	<b>20,301</b>	<b>-</b>	<b>24,124</b>	<b>16,669</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,823</b>	<b>20,301</b>	<b>-</b>	<b>24,124</b>	<b>16,669</b>
<b>Net of receipts/(payments)</b>	<b>10,695</b>	<b>- 11,428</b>	<b>-</b>	<b>- 733</b>	<b>- 259</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>6,819</b>	<b>45,541</b>	<b>-</b>	<b>52,360</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>17,514</b>	<b>34,113</b>	<b>-</b>	<b>51,627</b>	<b>- 259</b>

## 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 £
<b>B1 Cash funds</b>	Current Acct - Nat West 6653 0709	17,513		-
	Deposit Acct _ Santander XXXXXX	-	7,921	-
	200 Club Acct'		1,651	
	Project Acct 0 Nat West 3851 0847	-	24,542	-
	<b>Total cash funds</b>	<b>17,513</b>	<b>34,114</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		I.S. Paterson	05/01/2022	
	R. A. Scott	R A Scott	05/01/2022	