



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From: 1 October 2019 Period start date To 30 September 2020 Period end date**

**Charity name: Burgess Hill Shed**

**Charity registration number: 1168743**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To further or benefit the residents of Burgess Hill and the neighbourhood by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to:</p> <p>Promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The establishment and operation of a safe community place for the people of Burgess Hill and surrounding areas, to enable the aims stated above to be achieved.</p> <p>Essentially, the community place is a craft workshop which has been organised and equipped with tools and equipment to enable members of the public to come together and pursue their own projects, group projects and community projects.</p> <p>The charity has been effective in providing craft activities over the current year and has helped other community organisations.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>Trustees are given a brief on the Constitution, the Charity Mission and objectives and the role of Trustee using guidance from Charity Commission</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Charity does not award grants

Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	See Achievements below
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Charities performance can be measured in several ways and the most important is achieving the mission.</p> <p>Achievement can be measured by the number of people (members) helped; the level of attendance achieved; the quality of the benefits to members and their level of satisfaction.</p> <p>Achievement can also be measured form ability to operate in a sustainable way, potential for growth and value to the community.</p> <p>At the beginning of the year the Charity made steady progress, building on our previous successes, improving the workshop and increasing membership. Unfortunately, as many other charities and organisations, activities were significantly affected by the Covid 19 pandemic. The Pandemic meant the workshop had to be closed for nearly 6 months, re-opening again in August with operating restrictions. Nonetheless on many measures the Charity improved performance as described further below.</p> <p><b>Membership</b></p> <p>Notwithstanding the impact of the Pandemic, remarkably our overall membership increased by over 10% year on year (from 50 members to 56). We were also pleased to attract 2 more ladies into our membership and several people are waiting to join when the Covid situation improves.</p> <p>During the year a few members left for health, personal and relocation reasons. However this was more than compensated by new members joining and most importantly the majority of members continued their membership. Thanks to all</p>

		<p>those that joined and renewed this year, and thanks also to previous members for their contributions in the past.</p> <p><b>Attendance</b></p> <p>At the beginning of the year, there was a real buzz in the workshop with as many as 25 members attending each day. To satisfy growing attendance rates, we looked into opening 5 days each week with quiet machine-less days for a wider range of crafts. Initially with Burnside's permission, we set up leatherwork and upholstery sessions on Mondays. Had things continued this way there is no doubt we would have increased attendance levels this year. Unfortunately further expansion was prevented because the Burnside Management decided for unexplained reasons, not to allow us to open more than 3 days each week (see Lease below) and more significantly, attendance was affected from March by the Covid crisis. We returned to the workshop as soon as possible in August with Covid controls in place and numbers quickly grew to around 12 in the workshop, and with the Kiln starting in September, attendance increased further.</p> <p>During lockdown Jasmine Patel initiated and co-ordinated support and communications, especially to our more vulnerable members. Special attention was paid to celebrations (a wedding, birthdays and good news items). The website was updated and other features added. Many members continued projects at home by making products which were later sold, and this helped to limit the financial consequences of the lockdown.</p> <p><b>Quality of Benefits</b></p> <p>In September 2019, we conducted a survey of members to measure the qualitative benefits they had experienced through membership. The survey was based on similar surveys conducted at other sheds. The survey compares well with the results from other Sheds and showed that we are providing a high level of satisfaction overall.</p> <p><b>Volunteer Value</b></p> <p>Another wider measure of performance, relevant to our role in the community is volunteer value. Our members not only receive benefits from being part of the Shed, they also make significant contributions mainly in time to help community projects, to run the workshop, attend events and contribute to finances.</p>
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		<p>Using standard approaches which equate to how much it would cost a local authority to run the venture, we estimate that the annual voluntary value is over £75K and since we began, members have contributed a cumulative value of over £300K to local authorities and the community. Most importantly, for the investment made by Councils and the public, BH-Shed provides a significant return when compared to other organisations in the area. This performance measure is useful to Councils in deciding grant awards and other forms of support and it was likely a key factor in WSCC offering a low rent for the Burnside workshop.</p>
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity is in good financial health. Overall, our bank balance increased from £16.5K (2019) to £20.1K (2020) which is a very good result considering the restrictions this year. Outgoings are low due to support from West Sussex County Council mainly allowing use of premises at low cost. The charity has no debts.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity has built a financial reserve. The purpose of the reserve is to cover costs due to relocation to other premises. It is needed because the Charity rents space on short term lease (6 months break clause). The workshop is a configured space which has to be built to appropriate needs and cannot be sources elsewhere. In the event of having to relocate, equipment assets and materials will need storage at commercial rates. Relocation and restart costs will be significant. The contingency will enable the Charity to rent premises for a year until alternative longer term premises are found.
Amount of reserves held	Para 1.22	£20, 121
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The biggest risk is loss of current premises due to the closure by the Landlord, West Sussex County Council

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Members Subscriptions and attendance charges. Members fund raising activities. Donations.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The Charity invests all funds internally in pursuit of its mission.
A description of the principal risks facing the charity	Para 1.46	Los of premises as above
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Burgess Hill Shed written Constitution as submitted to the Charity Commission
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected by members or invited by trustees. Trustees invited by trustees stand for election at the next AGM. Trustees stand for re-election after 3 years.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The Constitution Document. Supporting policies include Health and Safety, Membership.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is formed on a board of trustees and members. All trustees and members are volunteers.
Relationship with any related parties	Para 1.51	None
Other		

## Reference and Administrative details

Charity name	Burgess Hill Shed
Other name the charity uses	BH-Shed
Registered charity number	1168743
Charity's principal address	3 Farnlea, Burgess Hill, West Sussex. RH15 0BD

### **Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Eric Palmer	Chair		
2	Ian Lucas			
3	David Bailey			
4	David Hayes	Treasurer		
5	Tim Penn			
6	Philip Malet			
7	Jasmine Patel			
8	Keith McKenzie			
9	David Friend		Died May 20	
10	Martin Cornish		Resigned Sep 20	
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information


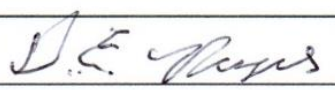
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	E. PALMER	DAVID HAYES
Position (eg Secretary, Chair, etc)	Co CHAIR	Co TREASURER
Date	5 August 2021	

# Accounts - Receipts and Payments

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds
<b>A1 Receipts</b>				
Donations	1220			1220
Sales	2842			2842
Session Fees	2229			2229
Member Subs	1025			1025
Grants	0			0
Other	75			75
Petty Cash Bal In Hand	110			110
Sub Total	7501	0	0	7501
<b>A2 Asset and Investment Sales</b>				
Loans Received				
Sub Total	0	0	0	0
<b>Total Receipts</b>	7501	0	0	7501
<b>A3 Payments</b>				
Equipment	859			859
Training Courses	524			524
Insurance	397			397
Premise Hire	0			0
Sundries	1896			1896
Legal & Prof Expenses	0			0
Postage	4			4
Gen Expenses	162			162
Sub Total	3842			3842
<b>A4 Asset &amp; Invest Purchases</b>				
Loans repayed				
Sub Total	0	0	0	0
<b>Total Payments</b>	3842			3842
<b>Net Receipts</b>	3659			3659
<b>A5 Transfers between funds</b>				
<b>A6 Cash Funds Last Year End</b>	16462			16462
<b>Cash Funds this year end</b>	20121			20121