



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 1 October 2020 Period start date To 30 September 2021 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 safe community places for the people of Burgess Hill and surrounding areas, to enable the aims stated above to be achieved.</p> <p>Essentially, the community places are craft workshops which have been organised and provided 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 and enabling inclusive 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 the 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 by ability to operate in a sustainable way, potential for growth and value to the community.</p> <p>In the period, the Charity leased a redundant shop in Burgess Hill to enhance its service. This project was called the Kiln and required the shop to be reconfigured for the Charity's purposes. Work effectively started in 2020 and continued throughout 2021 to create spaces for a pottery, sewing and art. By September 21 these new spaces commenced use and as a result new members joined.</p> <p>Membership Throughout the pandemic membership remained constant. Recently more new members joined some directly as a result of the Kiln project. The increase over last year is approximately 14% and we are optimistic that membership will continue to increase as more crafts and sessions are added. The return to our Burnside workshop has been relatively slow and we hope that once restrictions are eased, more members will return. Many members have undertaken voluntary work in the Kiln to help move the project along. Sometimes this work has been quite demanding, nonetheless they kept going, stuck to the brief</p>

		<p>and have done some amazing work.</p> <p>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 £375K to the community. The Kiln project when completed, is valued at around £150K in terms of voluntary contribution. For the investment from external sources, 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	Our current finances have held up remarkably well bearing in mind that attendance income has been reduced significantly by the pandemic. This has mostly been as a result of good sales in the shop and several grants and donations to cover work at the Kiln. Although we have invested some of our funds too, our overall balance on a like for like basis is about £2K lower than at September 2020.
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 spaces on short term leases (6 and 3 month break clause). Our workshops are specially configured spaces. Relocation will be expensive since there are no immediately available spaces elsewhere in the area. 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 set aside will enable the Charity to rent premises for approximately one year until alternative longer term premises are found.
Amount of reserves held	Para 1.22	£18724
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 our Landlords: West Sussex County Council; New River REIT

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. Small grants.
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	Loss 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 with a board of trustees drawn from 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	Co-Chair		
2	Ian Lucas	Co-Chair		
3	David Bailey			
4	David Hayes	Treasurer		
5	Tim Penn			
6	Jasmine Patel			
7	David Cook			
8	Gail Anderson			
9	Philip Malet		Resigned July 21	
10	Keith Mckenzie		Resigned July 21	
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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)	Eric Palmer	Ian Lucas
Position (eg Secretary, Chair, etc)	Co-Chair	Co-Chair

Date	
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Receipts and payments accounts

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For the period from	01-Oct-20	To	30-Sep-21
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	1932	-	-	1,932	1220
Sales	3692	-	-	3,692	2842
Session Fees	1626	-	-	1,626	2229
Member Subs	2365	-	-	2,365	1025
Grants		4,545	-	4,545	0
Other	825	-	-	825	75
Petty Cash Bal In Hand	-	-	-	-	110
	-	-	-	-	-
Sub total (Gross income for AR)	10,440	4,545	-	14,985	7,501
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	10,440	4,545	-	14,985	7,501
A3 Payments					
Equipment	3266	-	-	3,266	859
Training Courses		455	-	455	524
Insurance	572	-	-	572	397
Premise Hire	1039	-	-	1,039	0
Premises refurbishment	5142	2,100	-	7,242	1896
Legal & Prof Expenses		-	-	-	0
Postage		-	-	-	4
Gen Expenses	3687	120	-	3,807	162
	-	-	-	-	-
	-	-	-	-	-
Sub total	13,706	2,675	-	16,381	3,842
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	13,706	2,675	-	16,381	3,842
Net of receipts/(payments)	- 3,266	1,870	-	- 1,396	3,659
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 3,266	1,870	-	- 1,396	3,659

1,870

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds	Bank and cash balances	16,854	1,870	-
		-	-	-
		-	-	-
	Total cash funds	16,854	1,870	-

(agree balances with receipts and payments account(\$))

Agreement Error

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