



Trustees' Annual Report for the period

		Period start date			Period end date		
		Day 01	Month 05	Year 2022	Day 30	Month 04	Year 2023

From

To

Section A

Reference and administration details

Charity name

Banburyshire Citizen Project

Other names charity is known by

BCP, Banburyshire Advice Centre

Registered charity number (if any)

1170519

Charity's principal address

Postcode

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	Andrew Willis	Chairman		
2	Barbara Gilks			
3	Margaret Cullip	Secretary		
4	Lynne Tree			
5				
6				
7				
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11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Unincorporated Charitable Association
Trustee selection methods (eg. appointed by, elected by)	Appointment and Election

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

THE OBJECTS OF THE GROUP SHALL BE: 1) THE RELIEF OF POVERTY 2) THE RELIEF OF THOSE IN NEED BY REASON OF AGE, DISABILITY, FINANCIAL HARDSHIP OR OTHER DISADVANTAGE 3) THE PROMOTION OF GOOD HEALTH AND WELLBEING 4) THE PROMOTION OF SOCIAL INCLUSION OF THOSE EXCLUDED FROM SOCIETY OR PART OF SOCIETY DUE TO THEIR SOCIAL AND/OR ECONOMIC CIRCUMSTANCES 5) THE ADVANCEMENT OF EDUCATION 6) THE FURTHERANCE OF SUCH OTHER CHARITABLE PURPOSES (CHARITABLE UNDER ENGLISH LAW) AS THE TRUSTEES SEE FIT FROM TIME TO TIME

Provide benefit advice, general advice and Education course information and Career advice to the general public. Help clients access benefits by assisting with form filling and on-line application. Help disabled people access Blue Badge scheme. Help people in financial hardship access Food bank vouchers and access other help from other support charities. Sign post clients to debt advice charities. Promote health and well-being by running educational courses from time to time.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

In the Oxfordshire Adult Social Care Awards 2023 we were Shortlisted in the Inspiration Award and in the previous year Highly Commended.

The charity has been exceptionally busy with clients needing our help as a result of the Cost-of-Living Crisis. Banburyshire Advice centre actively took part in the BBC Oxford Cost of Living Clinic held at Banbury Town Market, where we helped with a number of public enquiries as a result of the crisis. Andy Willis has also been a guest on Radio Oxford talking about issues important for our beneficiaries.

The charity has been successful in obtaining a number of grants which are the main source of income for the charity. As I write this report the charity is about to move from our Banbury Town Centre Advice (Borough House) to a larger premises to keep up with demand. We are in the process of recruiting new volunteer advisers.

We helped 1513 people during this reporting period. A large number of people needed Foodbank vouchers, help with Attendance Allowance, Universal Credit and PIP.

We know we helped clients gain £94,213.72 from our assistance but the figure is an under reporting as clients do not always tell us if they gain the benefits, so the figures of client monetary gain are significantly higher than the figures given above.

ENQUIRY TYPE & NUMBER OF CASES

Option	Count	%	Rank
Aids and Adaptations	2	0.15%	36
Attendance Allowance	125	9.15%	3
Blue Badge	51	3.73%	7
Bus Pass	3	0.22%	34
Care Home	6	0.44%	30
Career counselling	11	0.81%	26
Carers Allowance	22	1.61%	19
Charitable Grants	14	1.02%	24
Consumer	8	0.59%	28
Council Tax Benefit	24	1.76%	18
Crisis payment	0	0.00%	49
Disability Living Allowance	14	1.02%	24
Disabled Companion bus pass	1	0.07%	44
Disabled Railcard	2	0.15%	36
Education course / educational	4	0.29%	33
Employment and Support Allowance	31	2.27%	13
Family/Personal	17	1.24%	22
Food Bank	189	13.84%	2
General enquiry	11	0.81%	26
Good Neighbour Scheme	0	0.00%	49
Grants	15	1.10%	23
Health and Wellbeing	20	1.46%	20
Housing Benefit	7	0.51%	29
Housing Issue	52	3.81%	6

Section D

Achievements and performance

Income Support	3	0.22%	34
Industrial Injuries benefit	2	0.15%	36
Jobseekers	2	0.15%	36
Legal	43	3.15%	9
Leisure	1	0.07%	44
Loneliness	0	0.00%	49
Mandatory Reconsideration / Tribunal	38	2.78%	12
Mental Health	2	0.15%	36
Money / Debt	27	1.98%	17
National Trust Disabled member scheme	1	0.07%	44
Ombudsman	2	0.15%	36
Other	70	5.12%	5
Pension Credit	49	3.59%	8
Pension Credit (Housing element)	1	0.07%	44
Personal Independence Payment	194	14.20%	1
Power of Attorney	29	2.12%	15
Private Pensions	1	0.07%	44
State Pension	5	0.37%	31
Support Group	0	0.00%	49
Tradesman	2	0.15%	36
Transport	5	0.37%	31
Universal Credit	100	7.32%	4
Unspecified state benefit	29	2.12%	15
Utilities	39	2.86%	11
Wills	18	1.32%	21
Tax	41	3.00%	10
Advocacy	2	0.15%	36
Benefit check	31	2.27%	13

GENDER

Option	Count	%	Rank
Female	583	38.5%	2
Male	919	60.7%	1
Transgender	0	0.0%	4
Not known	11	0.7%	3

ETHNICITY

Option	Count	%	Rank
Any mixed background	1	0.1%	10
Asian - Bangladeshi	0	0.0%	16
Asian - British	24	2.6%	4

Asian - Chinese	2	0.2%	8
Asian - Indian	5	0.5%	7
Asian - Other Asian bg	2	0.2%	8
Asian - Pakistani	1	0.1%	10
Black - African	1	0.1%	10
Black - British	7	0.8%	5
Black - Caribbean	1	0.1%	10
Black - Other black bg	1	0.1%	10
Not known	197	21.2%	2
Other ethnic background	1	0.1%	10
White - British	652	70.1%	1
White - Irish	6	0.6%	6
White - Other White bg	29	3.1%	3

DISABILITY

Please note clients may have multiple health problems and we cannot record all of them.

Cancer clients may also be under physical problems if multiple health issues present.

Option	Count	%	Rank
Aspergers	4	0.4%	14
Autism	13	1.4%	9
Brain injury	9	1.0%	10
Cancer	21	2.3%	7
Dementia	26	2.8%	6
Dyscalcula	0	0.0%	18
Dyslexia	1	0.1%	17
Dyspraxia	0	0.0%	18
Eyesight	5	0.5%	12
Hearing	2	0.2%	16
Learning Disabilities	7	0.8%	11
Mental health	155	16.7%	3
No disabilities	126	13.5%	4
Not applicable	178	19.1%	2
Parkinson's	5	0.5%	12
Phys. and Memory Problems	18	1.9%	8
Phys. and MH Disabilities	119	12.8%	5
physical disabilities	237	25.5%	1
Speech	4	0.4%	14

LOCALITY

Option	Count	%	Rank
Banbury resident	446	48.0%	1

Buckinghamshire	182	19.6%	2
Cherwell District	124	13.3%	3
City of Oxford	6	0.6%	12
Out of Area	12	1.3%	9
South Northants	34	3.7%	4
South Oxfordshire	2	0.2%	13
Warwickshire	29	3.1%	6
West Oxfordshire	10	1.1%	11
Vale of White Horse	1	0.1%	14
Bodicote	20	2.2%	8
Bicester	23	2.5%	7
Adderbury	11	1.2%	10
Not known	30	3.2%	5

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity tries to maintain 6 months reserves where possible. None of our funding is regular or guaranteed which means long term financial planning is exceptionally difficult.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity continues to apply funding and donations from a wide range of Trusts, Charities, Foundations, local Councils and donations in general.

Section F

Other optional information

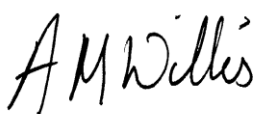
Section G

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)

Andrew Willis

Position (eg Secretary, Chair, etc)

Chairman

Date

20/09/2023



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Banburyshire Citizen Project

**On accounts for the year
ended**

30 April 2023

**Charity no
(if any)**

1170519

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 April 2023.

**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 carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

20/09/2023

Name:

Chris Bleach

**Relevant professional
qualification(s) or body
(if any):**

None

Address:

11 Thorpe Road

Chacombe

Banbury, Oxfordshire

OX17 2JW



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Banburyshire Citizen Project

No (if any)
1170613

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-May-22

To

Period end date
30-Apr-23

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					
Grants & Donations	5,833	20,596	-	26,429	-
Gift Aid Receipts	-	-	-	-	-
Interest	0	-	-	0	-
Course fee income	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	5,833	20,596	-	26,429	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	5,833	20,596	-	26,429	-
A3 Payments					
Room Hire and entertaining	-	527	-	527	-
Training	-	114	-	114	-
Insurance	-	686	-	686	-
Rent and Rates	-	9,353	-	9,353	-
Telephone	-	1,351	-	1,351	-
Printing, Postage and Stationery	-	401	-	401	-
Volunteer Expenses	-	209	-	209	-
Computer costs	216	6,368	-	6,584	-
Repairs	-	-	-	-	-
Advertising, Publicity and Subscriptions	150	2,107	-	2,257	-
Operational / Administration	473	1,434	-	1,907	-
Sub total	839	22,550	-	23,389	-
A4 Asset and investment purchases, (see table)					
Computer Equipment	-	652	-	652	-
Rent deposit	-	0	-	0	-
Fixtures & Fittings	66	66	-	132	-
Sub total	66	718	-	784	-
Total payments	905	23,268	-	24,173	-
Net of receipts/(payments)	4,928	2,672	-	2,266	-
A5 Transfers between funds					
A6 Cash funds last year end	9,662	16,407	-	26,069	-
Cash funds this year end	14,590	12,736	-	27,326	-

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	Cash at Bank	14,590	12,735	-
		-	-	-
		-	-	-
	Total cash funds	14,590	12,735	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Rent deposit	-	500	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Computer Equipment	Restricted	-	-
	Computer Equipment	Unrestricted	-	-
	Purchased / Donated Office Furniture and equipment	Unrestricted	-	-
	Purchased / Donated Office Furniture and equipment	Restricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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
AM Willis	ANDREW WILLIS	20/9/2023