



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	April	2020		31 st	March	2021

Section A Reference and administration details

Charity name

Henbury and Brentry Community Council

Other names charity is known by

Registered charity number (if any)

1171990

Charity's principal address

Henbury and Brentry Community Centre

Machin Road

Henbury, Bristol

Postcode

BS10 7HG

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	Mark Weston		Resigned 10 June 2021	
2	John Butler	Chair	Resigned 4 August 2020	
3	David Mullaney			
4	Tanya Cussick			
5	Jayne Gregory			
6	Rosemary Carr		Appointed 24 Oct 2019	
7	Gail Hunter		Appointed 20 December 2021	
8	Adam Wingrove		Appointed 20 December 2021	
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Joanne Trowbridge	Bristol Community Accountants CIC, The Park, Daventry Road, Knowle, Bristol, BS4 1DQ

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)

CIO Association constitution registered on 10th March 2017

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods
(eg. appointed by, elected by)

New trustees will be elected by the membership of the CIO and retire. The maximum number of charity trustees is 6. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

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.

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

a copy of the constitution and any amendments made to it; and
a copy of the latest trustees' annual report and statement of accounts.

Other than re-imbursement for items purchased on behalf of the charity, there were no payments, remuneration or expenses made to trustees during the period.

Section C Objectives and activities

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

To further or benefit the residents of Henbury, Brentry and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for

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)

<p>recreation and leisure time occupation with the objective of improving the conditions of life for the residents.</p> <p>In furtherance of these objects but not otherwise, the trustees shall have power:</p> <p>to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.</p>	
<p>The Community Council and the Centre it operates continues to go from strength to strength. The Centre is cementing its position as a force for good within the community as we continue to reach out to those in need – providing a hub for activities, support and friendship.</p>	

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

<p>The following are general updates as to activity or decisions taken over the last 12 months.</p> <ul style="list-style-type: none"> ➤ We became a hub for our area in partnership with Bristol City Council in April 2020, getting referrals from the We are Bristol phone line and volunteers from Can-do Bristol. We had 100 referrals from shielding citizens in our area which we partnered with long-term support from our 30 Can-do Bristol Volunteers for food shopping, dog walking and prescription collections. We also had one-off referrals for support and residents contact us directly for help. ➤ We purchased social distancing screens, hand sanitizer stations, face masks and shields as well as put in place a one-way system to protect our volunteers and kept visitors to the Centre to a bare minimum with 3 co-ordinators running the hub. We joined Fareshare Go in April 2020 to collect surplus good quality food from supermarkets 5 nights a week to provide fresh food to referrals and residents in our area who were finding it difficult to get food as they were either shielding or isolating due to Coronavirus. ➤ We sourced freshly made ready meals from National Foodservice and distributed them to residents free of charge in the area from April to November 2020. ➤ In November 2020 we were given funding from NFS to purchase a new catering food mixer and a new slicer to assist with our covid response and also borrowed a 6ft freezer from them to obtain further space to store food. ➤ We applied for an Express Grant from Quartet of £5,000 to help us run our covid response and spent £7,500 during the first lockdown on 	
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support for residents.

- We built on our Community Fridge model which was started with Aldi's in Feb 2020 getting 20+ supermarket crates a week from them and distributing food parcels to residents throughout the BS9/BS10 and BS11 area alongside our Fareshare Go collections which resulted on average in 50 crates a week of fresh food delivered to those in need.
- By August 2020 we had saved 2.2 tonnes of food from being wasted just through the Fareshare Go App with no means of calculating the Aldi contribution which was approximately 1.5 tonnes extra.
- We also issued Foodbank Vouchers to residents in our area in partnership with Bristol North-West Foodbank to cover essential tinned food and toiletries which was delivered direct to the residents via their home delivery service or by one of our volunteers.
- We distributed £30,000 of Central Government funding through BCC in one-off Emergency Assistance grants helping 70 households suffering loss of income due to Covid-19 from Nov 2020 to Feb 2021.
- Following on from this a further £9,000 was issued to households in the form of a Winter Covid Grant which helped 30 households with their winter fuel bills in Feb and March 2021.
- During December we distributed 40 hampers from Fareshare to our shielding residents and families with children using a flatbed truck hired and decorated as Santa's Sleigh with Santa and Rudolph to bring some normality after various lockdowns. Also, we held a low key socially distanced Santa's Grotto at the Centre where 20 children attended.
- Fareshare extended their food parcel response after Christmas and we received 40 parcels a week from January to March 2021 which we stored at the Centre and distributed to our regular referrals, CEV's and isolating residents.
- In March 2021 we had a new car park sign installed and had some remaining tree stumps ground down in preparation for moving the perimeter fence to the correct location as on the lease and ONS map.
- As a Charity we were very pleased to receive a one-off core funding of £22,000 from Bristol City Council to recognise our response to the Covid pandemic and for becoming a hub when this was needed. The Trustees have yet to decide on how this money will be spent but we will be looking to make more improvements to the Centre and prepare for our long-term goal of hiring staff.

Short-term Groups/Events during the year

Covid has had a huge impact on us not being able to hold any face-to-face meetings and plan for any events. It is hoped that during the next financial year we can plan to re-introduce events in a safe manner whilst following government health advice and help our community to recover from Covid to start to enjoy those activities that we have all sorely missed.

Long term or Ongoing Groups using the Centre

We are happy to say that most groups returned to the Centre once any restrictions were lifted and we supported this by being a Covid secure building, putting a one-way system in place and implementing track and trace.

Unfortunately, Bristol Charities decided to cease employing a Community Development Worker for Henbury and Brentry and we lost the activities that were being paid for by them.

We did however secure a new long -term booking from Precision Xtreme two evenings a week which is a low-cost fitness class for children.

New Projects Started

There were no new projects started in 2020-2021 due to the Covid Pandemic but it is hoped that during the next financial year we can 'build back better' and re-start new ones.

The Teracycle scheme introduced in 2019 is continuing to go from strength to strength and has proved very popular, especially during lockdown with more people staying at home and collecting their waste stream and has started to raise income for the Community Centre.

All in all, we ended this period with an improved financial position despite the challenges that the pandemic brought, greater recognition among local residents and providing essential support at a critical time for the local and wider community.

This has given us a good foundation on which to build for the coming 2021/2022 year and our aim is to ensure that our Community Centre keeps going from strength to strength with the right help and support from the Trustees of Henbury and Brentry Community Council.

Ambitions for 2021-2022.

As we write this report, we have had a busy year organising our Charity's response to Covid. We now know part of the impact this has had on community activities not being able to take place as usual and the overwhelming effect this has had on loneliness and isolation; particularly in our older, more vulnerable residents. Never the less we remain optimistic to 'build back better' and hopeful that life can return to normal. With that in mind we have the following ambitions for the 12 months ahead:

- Hold more community events in partnership with other charities/trusts such as the Children's Centre and other older people's services with intergenerational and family-themed projects.
- Broaden our volunteer base to be more diverse and inclusive giving a different perspective of needs of our area.
- Run the Community Cafe every day of the week or on more days of the week as well as the weekend to generate more income for the

Section D

Achievements and performance

Community Centre and look to become an employer.

- Run more food related activities such as cooking classes, once a month Sunday roast and specially themed evenings such as a curry and quiz night.
- Now that we have secured a new 10-year lease which has cemented our position further within the community, we are looking to obtain core funding to increase the hire space by extending the building and make the Community Centre more attractive to long-term hirers.
- Look for more opportunities for any other potential Community Asset Transfers or more partnership working with like-minded organisations for the mutual benefit of our neighbourhoods.

Section E

Financial review

Brief statement of the charity's policy on reserves

Financial Summary for 2020-2021

We are proud to say that we are financially stable with no debt and that our income is exceeding our expenditure. This allows us to build a reserve for us to meet future ambitions. We have no wages at present, bills are kept an eye on and to a minimum and the Trustees are happy that HBCC are not in financial difficulty.

Charity Income was severely dented by Coronavirus and our inability to hire out the Centre and run any events/Café from March 2020. Various lockdowns ensued and we claimed all the Government subsidies we were entitled to such as the Retail, Hospitality and Leisure Grant of £10,000 and various local restriction grants. We purchased a Serve-over Counter and a 6ft Freezer in April 2020 with the RHLG Grant to enable us to store food needed for our Coronavirus Response.

Section F

Other optional information

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

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)	Gail Hunter	Adam Wingrove
Position (eg Secretary, Chair, etc)		
Date		

Receipts and payments accounts

For the period from	Period start date 1st April 2020	To	Period end date 31st March 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 £
A1 Receipts					
Room Hire	7,258	-	-	7,258	25,274
Café	492	-	-	492	13,801
Donations	1,710	-	-	1,710	-
Bank interest	1	-	-	1	-
Newsletter	-	125	-	125	678
Impact Grant	-	-	-	-	1,250
Fast Friends Grant	-	-	-	-	599
Community Fund - Newsletter	-	-	-	-	2,717
Covid Support Grants	50,717	48,430	-	99,147	-
Sub total (Gross income for AR)	60,178	48,555	-	108,733	44,319
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	60,178	48,555	-	108,733	44,319
A3 Payments					
Running costs	15,339	-	-	15,339	21,685
Café	20	-	-	20	10,431
Equipment	4,185	2,700	-	6,885	3,796
Maintenance and repairs	5,887	-	-	5,887	2,441
Covid support payments and expenses	500	35,841	-	36,341	-
Transport and travel	1,170	929	-	2,099	-
Newsletter	34	196	-	230	2,213
Sub total	27,135	39,666	-	66,801	40,566
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	27,135	39,666	-	66,801	40,566
Net of receipts/(payments)	33,043	8,889	-	41,932	3,753
A5 Transfers between funds					
A6 Cash funds last year end	14,788	6,137	-	20,925	17,172
Cash funds this year end	47,831	15,026	-	62,857	20,925

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	Current Bank Account	47,469	15,026	-
	Reserves Bank Account	295	-	-
	Cash held	67	-	-
	Total cash funds	47,831	15,026	-
	(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	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Independent Examination 2020/21	Unrestricted	479	01 August 2021
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Gail Hunter		
		Adam Wingrove		



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Henbury and Brentry Community Council

**On accounts for the year
ended**

31st March 2021

**Charity no
(if any)**

1171990

Set out on pages

1-8

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2021.

**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:

Name:

Joanne Trowbridge

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

MAAT

Address:

Bristol Community Accountants CIC
The Park, Daventry Road,

Bristol

BS4 1DQ