

# Mid Essex Buddhist Centre (MEBC)

## Trustee's Report to the Annual General Meeting 2020-2021



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# **Mid Essex Buddhist Centre (MEBC)**

## **Trustee's Report to the Annual General Meeting for 2020-2021**

### **Introduction**

This document is the report of the Trustees of the Mid Essex Buddhist Centre (MEBC) to the members, covering the tax year 2020-2021.

This report should be read in conjunction with:

- The Minutes of the Last AGM
- The Chair's Report
- The Treasurer's Report
- The Mitra Convenors' Report
- The Minutes of the meetings of the Board of Trustees.

### **Chair's Introduction**

I am delighted to welcome you to our fourth AGM and want to express our deepest gratitude to you for agreeing to be members of MEBC. It is so important to have a wider Triratna perspective for our activities which you are so generously providing. I am delighted with the progress we have made at MEBC in such a short space of time, this would not have been possible without the hard work and commitment not only of our Trustees and Management Committee but of all the members of the MEBC Sangha. We are also extremely fortunate to have Ratnaghosha as our President whose wise counsel, abundant and continuous practical support has been immensely helpful and gratefully received. The future looks bright!

With metta.

*Vanaraji*

### **Reference Details**

#### **The Centre**

Charity name:	The Mid Essex Buddhist Centre
Other names charity is known by:	MEBC
Registered charity number:	1172278
Charity's principal address:	17 Trinity Square South Woodham Ferrers Essex CM3 5JX (notice has been given to vacate these premises on 17th August 2021)
Type of governing document:	Constitution – dated 24 <sup>th</sup> March, 2017, accepted by Charity Commission 27 <sup>th</sup> March, 2017
How the charity is constituted:	CIO - Association
Trustee selection methods:	Trustees are selected either by the members of the MEBC at an AGM or by the Board of Trustees at any time.

# Mid Essex Buddhist Centre (MEBC)

## Trustee's Report to the Annual General Meeting for 2020-2021

### The Team

President:

- Ratnaghosha              President

Trustees:

- Vanaraji                  Chair
- Upekshadhi              Mitra Convenor for Women
- Ksantivajra              Mitra Convenor for Men
- Aryasara                Treasurer and Safeguarding Officer
- Vandanicitta            Co-ordinator for Mitras Training for Ordination
- David Rey                Social Media Manager
- Laura Murphy           Events Manager

Other Management Committee Members:

- Tracy Seagroatt              Secretary
- Rachel Floater              Centre Co-ordinator
- Vicki Passmore              Retreats Manager
- Stephanie Rees              Tranquility Manager
- Sophie Pinney              Fundraising Manager
- Jas Sambhi                  Centre Manager (Administration)
- Ian Plant                    Health & Safety & Centre Manager (Maintenance)
- Jo Southgate                Administration Manager

### Governance Issues

- **Relationships** - The MEBC maintains close communication with and working under the guidance of the Triratna Buddhist Order and in co-operation with other centres and groups with the same objects.
- **Organisation** – The MEBC is run on a daily basis by a Management Committee, whose members are appointed by the Board of Trustees. At the time of submission, the members of the Management Committee consist of the combined membership of the Board of Trustees and the all senior staff listed above.
- **Activities** – The activities of the MEBC divide into two parts:
  - Spiritual – religious; the teaching and practice of Buddhism.
  - Secular –courses on Mindfulness plus other compatible activities – art classes, yoga classes and complimentary treatments.
- **Members** - Membership of the MEBC is open to those who are members of the Triratna Buddhist Order.
- **Trustees** - Every trustee of the MEBC must be a member of the Triratna Buddhist Order or a Mitra of the Triratna Buddhist Order who is training for ordination.

## **Mid Essex Buddhist Centre (MEBC)**

### **Trustee's Report to the Annual General Meeting for 2020-2021**

- **Safeguarding** – The MEBC has prepared specific guidelines intended to offer guidance where Order Members or other experienced members of the Triratna community are presenting to and communicating with those where a particular duty of care is owed. There are overall Ethical Guidelines with separate documents for the spiritual and secular activities covering Child Protection and the treatment of Sub-Adults and “Adults at Risk”. All documents are in the process of being updated following guidelines from Triratna's Safeguarding Manager.
- **Health and Safety** – The MEBC has additional procedures for handling and evacuating the premises in the case of fire or flooding. The Health, Safety and Security Risk Register is updated annually.

## **Objects and Activities**

### **Summary**

The object of the MEBC is to support the advancement of the Buddhist religion, in particular by:

1. Encouraging members and others to live ethical lives in accordance with the teachings of the Buddha.
2. Supporting ordained members of the Triratna Buddhist Community and other members of the Sangha, at the discretion of the Trustees of the MEBC.
3. Maintaining close communication with and working under the guidance of the Triratna Buddhist Order and in co-operation with other centres and groups with the same objects.
4. Using applications of the Buddha's teaching to promote the health and well-being of all.

### **Main Activities**

The trustees are fully aware that all of the activities of the MEBC must have a public benefit as defined by the Charity Commission. Furthermore:

- All MEBC organised activities, wherever conducted, must conform to the objects of the MEBC (see previous section).
- All activities conducted at the centre organised by third parties must be compatible with the objects of the MEBC.

As outlined above, the activities of the MEBC divide into two parts (*it is important to note here that since 16th March 2020, MEBC has been closed due to the Covid-19 pandemic and all the activities listed below are being conducted via Zoom until further notice*):

#### **Spiritual**

These activities are regarded as religious in nature; they include the teaching and practice of Buddhism.

(Objects 1 & 4, above) Having moved into our new premises in January 2017, the range of spiritual activities has expanded to include:

Weekly:

- Dharma Night - Wednesday evenings teaching session
- Drop-In Class – Thursday mornings session
- Introduction to Buddhism & Meditation Parts 1 & 2 – Sunday mornings – 6 weeks courses – repeated regularly throughout the year.
- Morning Meditation – every morning of the week
- Centre opening times – Monday and Wednesday mornings

## **Mid Essex Buddhist Centre (MEBC)**

### **Trustee's Report to the Annual General Meeting for 2020-2021**

- Classes – Mitra study groups (currently 4 groups) - by invitation – Saturday mornings and Tuesday evenings

Monthly:

- Meditation and Puja (4th Friday of the month)
- Transforming Self and World (3rd Friday of the month)

Teaching sessions normally start with an activity on a Buddhist topic of interest which is followed by a discussion in which all are encouraged to engage. The discussion is followed by a guided meditation practice; either the Mindfulness of Breathing or the Metta Bhavana. All are welcome to any teaching or practice session.

A number of one-day events (such as day retreats for women and men) are regularly held at the centre. A yearly Sangha weekend retreat, open to all those who are interested, is normally held at Vajrasana, and a yearly Mitra-only weekend retreat is normally held at Ringsfield Hall. The retreats are an opportunity to go deeper and give more time for both teaching and practice.

(Objects 3 & 4, above) Order members from other centres regularly teach at our public sessions. In turn, order members attributed to the MEBC attend other centres. By this means, contact with the wider Triratna Buddhist Community is enhanced and a cross fertilisation of ideas encouraged.

#### **Secular**

These activities consist of courses on Mindfulness and ancillary activities, such as art classes, yoga classes and complementary treatments which are compatible with Buddhist ethics. To separate the secular from the spiritual, the Mindfulness, yoga courses and complementary treatments are run under the banner of Tranquility.

(Object 4, above) To date we have run four 8-week Mindfulness courses (Mindfulness for Stress and Life with Full Attention). The Mindfulness for Stress courses are run by Breathworks trained personnel (see <http://www.breathworks-mindfulness.org.uk>.)

For the benefits of Mindfulness see “Mindful Nation UK”, published by the Report by the Mindfulness All-Party Parliamentary Group (MAPPG) [http://themindfulnessinitiative.org.uk/images/reports/Mindfulness-APPG-Report\\_Mindful-Nation-UK\\_Oct2015.pdf](http://themindfulnessinitiative.org.uk/images/reports/Mindfulness-APPG-Report_Mindful-Nation-UK_Oct2015.pdf)

(Object 4, above) At the present time we have the following running in the centre:

- Art Class – Monday afternoons - weekly
- Yoga classes - Tuesday lunchtimes.

A range of complimentary treatments are offered by practitioners who hire the facilities in the centre.

#### **Additional Details**

##### **The role of volunteers**

All spiritual activities of the MEBC are provided by volunteers and most of the organisational activities are also provided by volunteers.

Order members of the Triratna Buddhist Community freely give their time to teach and provide spiritual guidance. Where a guest order member has to travel to attend a meeting of the MEBC then only their travel expenses are reimbursed. Sometimes, the MEBC Sangha offer money to be given to the speaker as a donation.

## **Mid Essex Buddhist Centre (MEBC)**

### **Trustee's Report to the Annual General Meeting for 2020-2021**

Order members, Mitras and Friends bring to the centre personal support and organisational skills which are given without payment.

Physical support of the centre (cleaning, maintenance, etc.) is also provided by volunteers who freely donate their time.

#### **Grantmaking policy**

In general, the MEBC looks kindly on supporting other Triratna organisations and centres as well as charitable organisations local to the centre.

In particular, the trustees of the MEBC have agreed that it should be paying approximately 5% of its income to the Triratna Buddhist Community and Order (TBCO). This payment recognises the support, both spiritual and practical, which the centre receives in many ways from the TBCO. The trustees also recognise that, due to the newness of the MEBC, it cannot yet afford to fully pay this percentage. Each year, in consultation with the treasurer of the MEBC, an increasing payment to the TBCO will be agreed. The objective is to reach the 5% threshold within 6 years.

Donations to other organisations will be considered by the trustees on an ad hoc basis.

## **Financial Overview**

### **Funding**

The MEBC is funded by a combination of donations and fees.

- People attending the regular spiritual activities donate whatever they can afford to the centre; either on a monthly basis or at each meeting.  
  
Day and weekend retreats are charged on a fee basis. The MEBC has also received “one off” personal donations from people interested in supporting its objects and from “sister organisations”. The majority of the funding for the MEBC is sourced from personal donations and fees.
- The secular activities of the centre are funded on a fee-paying basis by those who attend. There are two models, both of which are active within the centre:
  - The provider of the service (e.g. art class) is paid directly by the centre, the remaining funds being treated as income.
  - The provider receives the full income (from say, an alternative therapy) and the centre receives a donation. For guidance, the MEBC has a suggested donation list for the spaces within the centre.
- For specific activities (such as adapting the current building to our usage) we have sought and, in some cases, been successful in receiving donations from related organisations.

## **Mid Essex Buddhist Centre (MEBC)**

### **Trustee's Report to the Annual General Meeting for 2020-2021**

#### **Expenditure**

Some of the expenditure which would normally be expected is covered at no cost by volunteers (see above) who freely donate their time.

Therefore, the income from the sources outlined above delivers:

- The day to day expenditure of the centre, rent, services (electricity & water), insurance, maintenance, etc.
- Materials for the refurbishment of the centre.
- Payment for other venues, such as retreat centres.
- Where a professional service (solicitor, plumber, electrician, etc.) cannot be provided by one of the Sangha, then a paid outside resource is recruited.

#### **Banking & Investment Policy**

The Trustees have decided that all banking and investment organisations used by the MEBC should follow an Ethical Code of Practice; the minimum requirement being a certification that the institution is certified B Corp<sup>1</sup>.

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<sup>1</sup> An ethical organisation, also known as a social, alternative, civic, or sustainable institution, is a financial organisation concerned with the social and environmental impacts of its investments and loans with rigorous standards of social and environmental performance, accountability and transparency. One of the criteria for being an ethical financial organisation is that it is a certified B Corp. B Corp registration includes a publicly available B Impact Report which explains the efficacy of the organisation with respect to ethical practices.

**THE MID ESSEX BUDDHIST CENTRE**  
**UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**



**MAYNARD HEADY LLP**  
**CHARTERED ACCOUNTANTS**



# THE MID ESSEX BUDDHIST CENTRE

## CHARITY INFORMATION

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### Trustees

Mr D D Whiting  
Mrs C Truss  
Mrs A Bishop  
Mr G Murray  
Ms G Whiting  
Mr D Rey  
Ms L Murphy

### Accountants

Maynard Heady LLP  
Arlington House  
West Station Business Park  
Spital Road  
Maldon  
Essex  
CM9 6FF

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# THE MID ESSEX BUDDHIST CENTRE

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# THE MID ESSEX BUDDHIST CENTRE

## CHARTERED ACCOUNTANTS' REPORT TO THE TRUSTEES ON THE UNAUDITED ACCOUNTS OF THE MID ESSEX BUDDHIST CENTRE

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We report on the Accounts of the Charity for the year ended 31 March 2021 set out on Pages 2 to 5.

### **Respective responsibilities of Trustees and Examiners.**

The Charity's Trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is our responsibility to:

- Examine the accounts (under section 145 of the Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act); and
- To state whether particular matters have come to our attention.

### **Basis of Independent Examiners' report**

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

### **Independent Examiners' statement**

In connection with our examination, no matter has come to our attention:

1 Which gives us reasonable cause to believe that in any material respect the Trustees have not met the requirements to ensure that:

- Proper accounting records are kept (in accordance with section 130 of the Act); and
- Accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

This report is made solely to you, in accordance with the terms of our engagement letter dated 28 September 2018. Our work has been undertaken solely to prepare for your approval the accounts of The Mid Essex Buddhist Centre and state those matters that we have agreed to state to you in this report in accordance with ICAEW Technical Release TECH08/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than you, for our work or for this report.

**Maynard Heady LLP**

4 June 2021

**Chartered Accountants**

Arlington House  
West Station Business Park  
Spital Road  
Maldon  
Essex  
CM9 6FF

# THE MID ESSEX BUDDHIST CENTRE

## DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		2021		2020
	£	£	£	£
<b>Income</b>				
Donations, general income		71,294		31,632
Gift Aid		2,801		3,464
Hardship Fund receipts		1,901		-
		<u>75,996</u>		<u>35,096</u>
<b>Cost of sales</b>				
Goods for resale	-		1,818	
Fundraising costs	15		118	
	<u>15</u>		<u>1,936</u>	
		(15)		(1,936)
<b>Gross surplus</b>		<u>75,981</u>		<u>33,160</u>
<b>Expenditure for the year</b>				
Wages and salaries	48		3,967	
Staff training	-		237	
Grants given	2,297		469	
Rent	9,000		9,000	
Rates	241		179	
Insurance	377		1,231	
Light and heat	163		639	
Repairs and maintenance	396		1,582	
Printing, postage and stationery	39		243	
Telephone	117		109	
Website and publicity	631		560	
Retreats	840		5,746	
Travelling expenses	159		708	
Accountancy	945		603	
Bank charges	123		113	
Sundry expenses	14		873	
Depreciation on fixtures, fittings and equipment	69		38	
	<u></u>	(15,459)	<u></u>	(26,297)
<b>Surplus for the year</b>		<u>60,522</u>		<u>6,863</u>
<b>Other income</b>				
Bank interest received		87		78
<b>Net surplus for the year</b>		<u><u>60,609</u></u>		<u><u>6,941</u></u>

# THE MID ESSEX BUDDHIST CENTRE

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	2		277		346
<b>Current assets</b>					
Other debtors		2,700		2,700	
Prepayments		2,882		2,882	
Cash at bank and in hand		83,350		22,357	
		<u>88,932</u>		<u>27,939</u>	
<b>Current liabilities</b>					
Accruals		690		375	
<b>Net current assets</b>			88,242		27,564
<b>Total assets less current liabilities</b>			<u>88,519</u>		<u>27,910</u>
<b>Funds</b>	3		<u>88,519</u>		<u>27,910</u>

In accordance with the engagement letter dated 28 September 2018, we approve the accounts set out on pages 2 to 5. We acknowledge our responsibility for the accounts, including the appropriateness of the accounting basis as set out in note 1 to the accounts, and for providing Maynard Heady LLP with all information and explanations necessary for their compilation.

Mr D D Whiting



Mrs C Truss



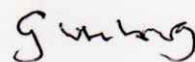
Mrs A Bishop



Mr G Murray



Ms G Whiting



Mr D Rey



Ms L Murphy



Date : 4 June 2021

# THE MID ESSEX BUDDHIST CENTRE

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 1 Accounting policies

##### 1.1 Accounting convention

The financial information is compiled on an agreed accounting basis that:

- enables surplus to be calculated such as to meet the requirements of Section 25 of the Income Tax (Trading and Other Income) Act 2005; and
- provides sufficient and relevant information to enable the completion of a tax return.

##### 1.2 Compliance with accounting standards

The financial information is not intended to achieve full compliance with the provisions of UK Generally Accepted Accounting Principles.

##### 1.3 Turnover

Turnover represents amounts receivable for goods and services net of trade discounts.

##### 1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment	20% reducing balance
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#### 2 Tangible fixed assets

	Fixtures, fittings & equipment £
<b>Cost</b>	
At 1 April 2020 & at 31 March 2021	384
	<hr/>
<b>Depreciation</b>	
At 1 April 2020	38
Charge for the year	69
	<hr/>
At 31 March 2021	107
	<hr/>
<b>Net book value</b>	
At 31 March 2021	277
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At 31 March 2020	346
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# THE MID ESSEX BUDDHIST CENTRE

## NOTES TO THE ACCOUNTS

***FOR THE YEAR ENDED 31 MARCH 2021***

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**3 Accumulated funds**

<b>At 1 April 2020 £</b>	<b>Surplus for year £</b>	<b>At 31 March 2021 £</b>
27,910	60,609	88,519
<u>27,910</u>	<u>60,609</u>	<u>88,519</u>
<u>27,910</u>	<u>60,609</u>	<u>88,519</u>