

Broomhill Community Trust

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the 15 month period ended 31 December 2022

Broomhill Community Trust

Contents

	Page
Legal and administrative information	1
Trustees' annual report	2 - 5
Accountants' report	6
Receipts and payments account	7
Statement of assets and liabilities	8
Notes to the accounts	9 - 10

Broomhill Community Trust

**Legal and administrative information
for the 15 month period ended 31 December 2022**

Charity number

1176562

Trustees

Judith Pitchforth

Elaine Nunn

Katharine Harbord

Kathleen Whittaker

Dermot Gleeson

Lindsey Beagles

Chair

Treasurer

Appointed 25 July 2022

Principal address

10 Taptonville Road

Broomhill

Sheffield

S10 5BR

Accountants

Seven Hills Accountants Limited

57 Burton Street

Sheffield

S6 2HH

Broomhill Community Trust
Trustees' annual report
For the 15 month period ended 31 December 2022

The trustees submit their annual report and the financial statements for the 15 month period ended 31 December 2022.

Structure Governance & Management

Broomhill Community Trust (BCT) is a community-based CIO (Charity number 1176562) run entirely by volunteers which was registered in January 2018. In September 2022 it was agreed that Broomhill Community Library Ltd (BCL) (registered company 09214255) would be wound up and transfer its assets, liabilities and activities to BCT. The library was previously run by the two organisations, but is now run by BCT. This simplified the organisation, reduced duplication and achieved financial savings. BCL ceased trading in November 2022 and is in the process of being wound up.

The trustees are elected by the membership at the Annual General Meeting.

Objects and activities

The charity's objects are:

- The advancement of education for public benefit in the district of Broomhill, Sheffield and the surrounding area through the provision of a community lending library and associated services.
- To further benefit the residents of the area 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 interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.
- For the benefit of the inhabitants of the area of benefit to provide or assist in the provision of facilities for recreation and other leisure time occupation in the interests of social welfare with the object of improving the conditions of life for the inhabitants of the area of benefit in particular but not exclusively by the preservation, promotion, support, assistance and improvement of the gardens at Oriel House.

Summary of the main activities undertaken for the public benefit

The trustees have had regard to the guidance issued by the Charity Commission on public benefit when planning their activities.

BCT was established to progress the development of the library building and restoration of its heritage garden. The Trust operates to raise funds for this development project through donations, grants and developed revenue streams. The aim is to develop the building and garden into a hub and green space for the benefit of the local community.

BCT has continued to progress the development of the library building and the restoration of its heritage gardens. Successful applications for grant funding have been used to commission professional services from architects and landscape designers. Detailed design options have been developed in consultation with BCT Members, and library visitors. Members and other volunteers have continued to clear the garden areas in preparation for future works.

Broomhill Community Trust
Trustees' annual report - continued
For the 15 month period ended 31 December 2022

Activities during the year

Context

Broomhill Community Trust (BCT) was established as a Charitable Incorporated Organisation (CIO) in January 2018. Between January 2018 and September 2022 BCT operated to progress the development of the library building and its gardens towards a future sustainable community hub.

The library service in Broomhill was co-delivered by agreement between Sheffield City Council (SCC) and Broomhill Community Library (BCL) Limited from September 2014 until September 2022, when Broomhill Community Trust (BCT) entered into agreement with Sheffield City Council to run the library. The agreement with SCC Library Services operates in accordance with a Memorandum of Understanding (MoU). The library continues to be staffed entirely by volunteers whilst the building and its gardens are owned by the local authority. Volunteers maintain the gardens around the building.

Achievements and Current Operating Position

Until September 2022 BCT income came from grants, donations and fundraising events such as the Broomhill Festival. We also put on standalone events for the Queen's Platinum Jubilee and Heritage Open Days.

Since October, BCT income has included donations from book sales, printing charges and rental income. BCT also benefitted from the assets transfer when BCL ceased trading.

BCT successfully applied for a SCC Ward Pot grant for a skip so that the rear garden could be cleared of debris which remained after the garden wall was rebuilt.

BCT was awarded a LAC grant of £300 towards the costs of the Queens Jubilee celebrations. These included a very successful Jubilee Tea party in the library garden.

BCT was also awarded a £400 grant from Waitrose to fund environmental activities in the garden. Most of the grant has been spent on two raised beds which will be used to grow vegetables. This grant was received after 31 December 2022.

In April Age UK carried out a preliminary audit of the library as a dementia inclusive space. Two of our volunteers visited Sandal Library in Wakefield, which is recognised as the leading dementia friendly library in the locality. In December, following recommendations from the audit and the visit to Wakefield we have rearranged part of the Adult library, upgraded the signage and purchased new noticeboards. We now have more spaces and locations for people to sit in the library and have recently started to offer hot drinks as part of our provision as a designated warm space in the city, thanks to a successful application for a warm spaces grant. We are working towards increasing our offer of Reading Well books and we will shortly be making contact with local doctors' surgeries to advertise our provision.

Broomhill Community Trust
Trustees' annual report - continued
For the 15 month period ended 31 December 2022

Governance

Since September 2022 we have reviewed and revised all of the BCT policies. We have also established new sub-groups for various aspects of the Trust, for example a Communications Group, Volunteer Management Group and Events & Activities Group. These new groups are working alongside the existing Building Development and Fundraising Groups. Day to day running of the library is now overseen by the Library Management Group, which is composed of the Session Coordinators and two trustees. Three trustees took part in the Heritage Compass training programme, which was a six module programme funded by the Heritage Lottery Fund and delivered via Zoom. Its focus was on Finance, Audience Development, Governance and Business Planning. The trustees will cascade the training to the other trustees shortly.

Building and Garden Development

Now that the Pocket Park has been completed we have had an interpretation board erected at the side of the drive in the Pocket Park, explaining the background to the development of the garden and the species that have been chosen, in line with choices made by Percy Cane in other designs. The sign advertising the Pocket Park was put back in place at the top of the drive, having been knocked off when a van hit the pillar on which it was situated.

Very little has happened in terms of progressing the building plans this year, although all the trustees met with the architects in December 2022. The meeting was helpful because it brought all the trustees up to speed with the project and alternative solutions were discussed to some of the issues raised by the council's planning department and concerns raised by some of the trustees.

A Project Enquiry was submitted to the National Lottery Heritage Fund in April, and we were invited to have a conversation with one of the NLHF staff which took place in January 2022. This provided useful pointers for items and activities that the NLHF will and will not fund, and how to put together a credible bid for funding. It is likely that we shall work on a bid for funding to make BCT more resilient as a precursor to bidding for funding to adapt and improve the building and the garden.

Towards the end of December railings and gates were installed at the side of the building to discourage antisocial behaviour.

Events and activities

BCT took part in the Broomhill Festival, offering activities for children and a local history walk in June. We also participated in the Heritage Open Days in September and also the Big Green week. Following the huge expression of interest in craft activities for adults in the Heritage Open Days we have now started to offer Crafternoons for adults on a monthly basis. We also have a regular weekly bridge club and chess club in the library. Our weekly term time activities for children continue, with Babytime and Tea, Talk and Tots which attracts speakers of other languages who come to socialise and meet others with small children. Family Fun sessions on Friday afternoons are offered to families with older children with crafts, games and Lego on offer.

Funding

Following the closure of BCL the company's assets and liabilities were transferred to BCT under a formal agreement. This included all of the equipment as well as the financial assets which have been placed in a designated fund to pay for improvements to the library stock, displays etc.

We have not yet received the final payment from the estate of one of our volunteers who sadly passed away in 2020.

Broomhill Community Trust
Trustees' annual report - continued
For the 15 month period ended 31 December 2022

The charity's policy on reserves

As at 31 December 2022 BCT had free reserves (general fund cash) of £8,545. The minimum reserve was increased to £1,000, which is in line with the new level of annual commitments.

Looking to the future

Following on from the conversation with the Heritage Lottery Fund our next steps are to consider our position and to put together a bid for funding, most likely for resilience work for BCT initially prior to working on a bid for funding the building and garden development.

Although there is no Broomhill Festival planned this year, BCT will organise some events for community engagement and for fund raising. We plan to take part in the Sheffield Environment Week in June and the Heritage Open Days in September.

SCC funding arrangements for all Sheffield Libraries are still under review (the details are due to be revealed shortly) and the outcome will inform future plans to develop the library building and garden.

Approved by the board of trustees on 13. 03. 2023 and signed on their behalf by:


.....
Judith Pitchforth
Chairperson

Chartered Accountants' report to the trustees of Broomhill Community Trust ("The Charity") on the preparation of the unaudited statutory accounts of Broomhill Community Trust for the period 1 October 2021 to 31 December 2022

In order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the accounts of The Charity for the period 1 October 2021 to 31 December 2022 which comprise the Receipts and Payments account, the Statement of Assets and Liabilities and related notes from the company's accounting records and from information and explanations you have given to us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the trustees of The Charity, as a body, in accordance with the terms of our engagement letter dated 19 January 2023. Our work has been undertaken solely to prepare for your approval the accounts of The Charity and state those matters that we have agreed to state to the trustees of The Charity, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Charity and its trustees, as a body, for our work or for this report.

It is your duty to ensure that The Charity has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and surplus or deficit of The Charity. You consider that The Charity is exempt from the statutory audit requirement for the period.

We have not been instructed to carry out an audit of the accounts of The Charity. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Signed: *Seven Hills Accountants Limited*

Date: 20/03/2023

Seven Hills Accountants Limited
Chartered Accountants
57 Burton Street
Sheffield
S6 2HH

Broomhill Community Trust
Receipts & payments account
For the year ended 31 December 2022

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Receipts							
Grants	2	-	600	600	-	1,340	1,340
Donations		2,072	513	2,585	558	300	858
Legacies		-	-	-	50,000	-	50,000
Fundraising events		516	-	516	675	272	947
Charitable activities - Library printing charges, recycling, room hire		971	-	971	-	-	-
Transfer in from Broomhill Community Library	6	11,043	906	11,949	-	-	-
Total receipts		14,602	2,019	16,621	51,233	1,912	53,145
Payments							
Fundraising events costs		213	352	565	-	-	-
Advertising and marketing		643	-	643	-	312	312
Insurance		335	-	335	251	-	251
IT equipment and software		292	-	292	-	-	-
Printing, postage and stationery		52	-	52	-	-	-
Equipment		69	-	69	-	-	-
Professional fees		850	-	850	300	729	1,029
Services		31	1,172	1,203	50	1,182	1,232
Grounds maintenance		613	543	1,156	-	2,013	2,013
Independent examination fee/ Accountancy for the previous year		540	-	540	240	-	240
Donations collected on behalf of others		-	39	39	-	-	-
Total payments		3,638	2,106	5,744	841	4,236	5,077
Net receipts/(payments)		10,964	(87)	10,877	50,392	(2,324)	48,068
Transfers	3	-	-	-	86	(86)	-
Net movement after transfers		10,964	(87)	10,877	50,478	(2,410)	48,068
Cash funds brought forward		51,718	5,066	56,784	1,240	7,476	8,716
Cash funds carried forward		62,682	4,979	67,661	51,718	5,066	56,784

Broomhill Community Trust
Statement of assets and liabilities
As at 31 December 2022

	General Funds	Designated funds	Restricted funds £	Total 2022 £	Total 2021 £
Cash assets					
Current account	8,545	54,137	4,979	67,661	56,784
	<u>8,545</u>	<u>54,137</u>	<u>4,979</u>	<u>67,661</u>	<u>56,784</u>

Assets retained for the charity's own use

	Current value 2022 £	Current value 2021 £
IT equipment	2,379	261
Furniture, fixtures & fittings	1,953	-
	<u>4,332</u>	<u>261</u>

Debtors

	Fund	2022 £	2021 £
Legacies due - see trustee report for further information		<i>unknown</i>	<i>unknown</i>
Insurance refund	Designated - Library	447	-
Waitrose grant	Restricted	400	-
		<u>847</u>	<u>-</u>

Liabilities

	Fund	2022 £	2021 £
Accountancy fee/ Independent Examination fee	General	300	540
Accountancy fee, legal fees and corporation tax	Designated - Library	1,130	-
		<u>1,430</u>	<u>540</u>

Approved by the board of trustees on 13. 03. 2023 and signed on their behalf by:


.....
Judith Pitchforth
Chairperson

Broomhill Community Trust
Notes to the accounts
For the year ended 31 December 2022

1 Notes on the preparation of the accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

Unrestricted funds comprise of general funds and designated funds. General funds are expendable at the discretion of the trustees in furtherance of the objectives of charity.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

2 Grants

	Unrestricted funds	Restricted funds	Total 2022	Unrestricted fund	Restricted funds	Total 2021
	£	£	£	£	£	£
Sheffield City Council - Ward Pot	-	300	300	-	340	340
Yorkshire Gardens Trust	-	-	-	-	1,000	1,000
Sheffield City Council Local Area Committee	-	300	300	-	-	-
	-	600	600	-	1,340	1,340

3 Restricted funds

	Brought Forward	Receipts	Payments	Transfers	Carried Forward
	£	£	£	£	£
Sheffield City Council - Pocket Parks (MHCLG)	4,407	-	(872)	-	3,535
South Yorkshire's Community Foundation	59	-	(52)	-	7
SCC - Ward Pot - Community Noticeboard	28	-	-	-	28
Garden	272	-	(272)	-	-
Memorial plaques and benches	300	474	-	-	774
SCC - Ward Pot - Skip	-	300	(300)	-	-
SCC - LAC - Jubilee costs	-	300	(300)	-	-
Co-op	-	906	-	-	906
Waitrose Community fund	-	-	(271)	-	(271)
Ukrainian Red Cross appeal	-	39	(39)	-	-
	5,066	2,019	(2,106)	-	4,979

Details of the main restricted projects can be found in the Trustees' annual report.

4 Designated funds

	Brought Forward	Receipts	Payments	Transfers	Carried Forward
	£	£	£	£	£
Development project	-	45,000	(780)	-	44,220
Library costs	-	11,043	(1,126)	-	9,917
	-	56,043	(1,906)	-	54,137

Development project

As noted in the Trustees' annual report, the trustees have determined to set aside £45,000 of the legacy received towards the building and garden development project.

Library costs

Funds transferred from Broomhill Community Library - for the use of the library service - see note 6 for further details.

4 Trustees' remuneration

No trustees received remuneration or out of pocket expenses during the financial year.

5 Related Parties

The were no related party transactions to report during the financial year.

6 Transfer in from Broomhill Community Library

Broomhill Community Library ceased trading on 2 November 2022 and all outstanding assets/liabilities up to the closing of their bank account have been transferred to Broomhill Community Trust.

11,949	bank balance transferred on 28/12/22
	Split by
906	Co-op restricted fund - to be spent as per original funder agreement
11,043	Designated fund - to be spent on the running of the library
11,949	

Other assets and liabilities transferred:

4,159	In addition fixed assets purchased by BCL have been transferred to BCT at their net book value. Many of these assets were purchased with restricted grant funding, but as the use of the asset is unrestricted (to the general library purpose), there is no impact of this grant funding in the Trust accounts.
447	Debtor - insurance refund - to be received into the designated fund
-463	Accruals relating to final costs
-667	Corporation tax creditor
-5060	Deferred grants
10,365	Total transfer of assets and liabilities