



# Annual Report

31/03/2020– 31/03/21



# 3rd Annual Trustee report 2020/21

Based at Eden Vale road

## 1. Introduction

This is the third Annual Report compiled for the Charity Commission's Annual Return for January 2022.

The year has been an exciting one as we entered the refurbishment stage of the project.

In undertaking our work throughout the year, we have had regard to the Charities Commission Guidance on Public benefit. This report has been prepared in accordance with the Charities Commission Statement of Recommended Practice. (SORP.)

## 2. Aim

“To develop the community of Oldfield and Penleigh Park (LSOA code: E01032118) in Westbury and surrounding areas”

This refurbishment stage described in the introduction, has been achieved through the cooperative working with local residents, families and in particular the children, Town and Wiltshire Councils, local charities and the key stakeholders who will be the primary users. Valuable support has given at all levels by Sovereign housing.

## 3. Objectives

- To engage the local community in developing WCP
- To enrich the lives of all ages of local inhabitants
- To provide activities in a community where there was little previously
- To reduce isolation and instil togetherness
- To raise the aspirations of the children and adults in the community
- To utilise the building for the benefit of enjoyment, education, participation and contribution to the social capital of the locality

## 4. Creating Local Engagement

- Contacted local groups/ Individuals on the feasibility and initial support for WCP.
- Recruited potential trustees from the Westbury Community at all levels who would be able to create pressure for change.
- Online and hard copy questionnaires sent to residents
- Harnessing the local press for positive news stories and feedback
- Speaking at Town and Wiltshire Council, Area Board meetings to instil support for WCP
- To build on the support given by all local stakeholders to fulfil the aim of WCP
- To make connections with potential hirers to support their work and to gain to their support for the charity

## 5. Partnership working

Over the past 12 months WCP has been fortunate enough to still work very closely with Sovereign Housing and to gain resources to fund the revenue costs to fund WCP.

Through Westbury Junior School WCP has been enabled to speak to over 250 local families and listened to their hopes for the project.

Local politicians at Town and area board level have been universally supportive to the concept of WCP and been vocal in making connections with other groups.

Mr Kevin Down who initially had taken on board the voluntary role of project manager applied via the national advert for the position of Development Manager and was successful. His contract would take him through to December 22.

Residents, particularly those associated with POPCAN, have contributed greatly to the forming of the vision of the WCP.

Wiltshire Council through the leader of the council have not only given their financial backing but their professional support to the project. Particularly through the assistant director of community services and his team.

Finally, the countless individuals and organisations who have offered words of support and often-financial commitment to WCP.

## 6. Review of 31/03/20– 31/03/21

Like many other charities it must be noted that we have had our operations seriously curtailed in its operations. This has impacted in a number of ways.

- The final refurbishment of WCP lengthened in its completion as trades people could not fulfil initial time scales.
- That WCP closed its doors for the majority of the period of this report.
- The lack of footfall from the general public as they stayed at home.
- The change in training course provision from face to face to online training.
- Groups having range of constraints in their ability to attend.
- Some businesses' having to close down because financially they could not survive and so WCP lost income.
- The financial underpinning for WCP by the opening of the café not taking place. Nonetheless in reviewing the last report's statement of intent progress has been made.
- Monies are secured to maintain the manager's post. **This was fulfilled with the excellent support of Sovereign Housing.**
- Refurbishment is fully completed particularly the internet café. **This was in part fulfilled as described above.**
- All policies are created and are robust. **The majority of policies are fulfilled.**
- WCP formally opens with a Community internet Café, training courses, pre school groups, after school sports clubs, youth club involvement, fully operational Westbury

- Shed, training rooms booked, individual events and parties planned. At March 21 the following are in place: Partial youth club and Westbury Shed involvement. Some training courses booked in to be delivered. Some family parties booked.
- An appointed centre manager to manage day to day issues. Completed
- Consultations with the residents continue to ensure that the needs of the community are met by WCP. Completed
- That WCP is on target to meet its year 1 occupancy rate of 15%. Not possible due to Coronavirus restrictions.

## 7. Statement of Intent

We hope that by the next report we will be able to state that:

- WCP is on a firm financial footing
- Refurbishment is fully completed
- The internet café is open
- All policies are completed and are robust
- That the following hirers are committed to and attend on a regular basis WCP; Services previously delivered by the children's centre, Westbury and Warminster youth club, Westbury Shed, Dancecraft, Slimmers World, holiday clubs, Training courses from Wiltshire Council, voluntary groups, local schools and family parties.
- That trustees, employees and key stakeholders have worked together to develop increased footfall, long term hirers and development of the outdoor space.
- That WCP is on target to meet its first year of occupancy of 15%

## 8. Current structure and Governance

The trustees that are on the board currently (January 2022) are:

Name	Representing	Role	Tenure until
Richard Hatt	Westbury Junior School	Chair	Jan 24
Martin McGiff	Westbury Community Workshops	Treasurer and Chair of finance committee	Jan 24
Shelia Kimmins	Resident		July 23
Stacey Budge	Westbury Infant School	Secretary	Jan 24
Ian Cunningham	Westbury Junior School		Jan 24
Fred Beckett	Westbury Shed		July 22
Deborah Urch	Westbury Town Council	Chair of Facilities Committee	Jan24
Gordon King	Area Board		Jan 24

Westbury (Wilts) Community Project 20/21 Income and Expenditure															
Date		Paying in ref	Description	UTILITIES	DONATIONS	BUILDING WORKS	STAFFING	INCOME	ADVERTISING	POPCAN	PURCHASES	LETTINGS	BANK	Bank Statement	
02.04.2020			STARTING AMOUNT											£112,428.89	
07.04.2020	STATEMENT 9	FASTER PAYMENT	GOVER AND TURNER DOORS			-£9,810.00								£102,618.89	
09.04.2020		FASTER PAYMENT	HEATING AND DOMESTIC BOILER			-£13,746.00								£88,872.89	
14.04.2020		FASTER PAYMENT	ALL ELECTRICAL 2002 CCTV AND INTRUDER ALARM			-£9,678.00								£79,194.89	
15.04.2020		STATEMENT 9	BANK CHARGES										-£2.50	£79,192.39	
17.04.2020		DIRECT DEBIT	WEST MERCIA ENERGY	-£18.77										£79,173.62	
01.05.2020		STATEMENT 9	BANK INTEREST										£3.65	£79,177.27	
														£79,177.27	
11.05.2020	STATEMENT 10	FASTER PAYMENT	GOVER AND TURNER 4102			-£1,296.00								£77,881.27	
11.05.2020		FASTER PAYMENT	ADS WATER SERVICES			-£1,040.00								£76,841.27	
11.05.2020		FASTER PAYMENT	APOLLO			-£3,544.80								£73,296.47	
11.05.2020		FASTER PAYMENT	APOLLO			-£597.60								£72,698.87	
15.05.2020		STATEMENT 10	BANK CHARGES										-£0.70	£72,698.17	
15.05.2020		FASTER PAYMENT	STAINES SAFETY INV 0019			-£360.00								£72,338.17	
15.05.2020		FASTER PAYMENT	ADS WATER SERVICES			-£252.00								£72,086.17	
15.05.2020		FASTER PAYMENT	JAMES BOOTH			-£10,775.00								£61,311.17	
21.05.2020			DIRECT DEBIT	WEST MERCIA ENERGY APRIL GAS AND ELECTRIC	-£49.27										£61,261.90
29.05.2020			FASTER PAYMENT	GOVER AND TURNER			-£1,296.00								£59,965.90
01.06.2020		STATEMENT 10	BANK INTEREST										£2.90	£59,968.80	
11.06.2020	STATEMENT 11	FASTER PAYMENT	ADS PAINTING AND DECORATING - OUTSIDE AND HALL WALLS			-£4,400.00								£55,568.80	
15.06.2020		STATEMENT 11	BANK CHARGES										-£1.00	£55,567.80	
16.06.2020		FASTER PAYMENT	BOOTH'S CONSTRUCTION AND MAINTENANCE			-£2,050.00								£53,517.80	
18.06.2020		FASTER PAYMENT	ADS PAINTING AND DECORATING - LABOUR			-£2,440.00								£51,077.80	
22.06.2020		INCOME	COMMUNITY FIRST GRANT		£46,800.00										£97,877.80
23.06.2020		FASTER PAYMENT	ALL ELECTRICAL LED HALL LIGHTING			-£720.00									£97,157.80
23.06.2020		FASTER PAYMENT	ALL ELECTRICAL LED FIRE ALARM			-£3,313.20									£93,844.60
28.06.2020		FASTER PAYMENT	ADS PAINTING AND DECORATING - FINAL INVOICE			-£4,520.00									£89,324.60
01.07.2020			DIRECT DEBIT	GAS AND ELECTRIC APRIL 2020	-£37.13										£89,287.47
01.07.2020		STATEMENT 11	BANK INTEREST											£2.76	£89,290.23
01.07.2020	STATEMENT 12	FASTER PAYMENT	ALL ELECTRICAL 2075			-£810.00								£88,480.23	
01.07.2020		FASTER PAYMENT	ALL ELECTRICAL 2074			-£588.00								£87,892.23	
07.07.2020		FASTER PAYMENT	ADS WATER SERVICES SCAFFOLD TOWER HIRE			-£184.73								£87,707.50	
14.07.2020		FASTER PAYMENT	BOOTH'S CONSTRUCTION AND MAINTENANCE 1005			-£450.00								£87,257.50	
14.07.2020		FASTER PAYMENT	ALLSOP CARPETS 9921			-£9,321.16								£77,936.34	
14.07.2020		FASTER PAYMENT	ALLSOP CARPETS 10055			-£832.86								£77,103.48	
14.07.2020		FASTER PAYMENT	ALLSOP CARPETS 10058			-£3,343.02								£73,760.46	
14.07.2020		FASTER PAYMENT	ALLSOP CARPETS 10077			-£2,903.82								£70,856.64	
15.07.2020		STATEMENT 12	BANK CHARGES											-£0.80	£70,855.84
17.07.2020			DIRECT DEBIT	ELECTRICITY MAY 2020	-£39.67										£70,816.17
21.07.2020	STATEMENT 13	FASTER PAYMENT	ADS WATER SERVICES 238- SKIP HIRE			-£252.00								£70,564.17	
21.07.2020		FASTER PAYMENT	APOLLO 113823 - ACCESS POINTS			-£288.00								£70,276.17	
21.07.2020		FASTER PAYMENT	APOLLO 113824 - PC			-£1,044.00								£69,232.17	
21.07.2020		FASTER PAYMENT	APOLLO 113825 - TOUCH SCREEN			-£2,200.80								£67,031.37	
23.07.2020			DIRECT DEBIT	GAS JUNE 2020	-£8.79										£67,022.58
23.07.2020		FASTER PAYMENT	NRL FENCING - 54 - 1.8 M FENCING			-£1,600.00									£65,422.58
23.07.2020		FASTER PAYMENT	DEVIZES FIRE 11027 - CERTIFICATE			-£750.78									£64,671.80
27.07.2020		FASTER PAYMENT	APOLLO - 113686 - DOUBLE SOCKETS			-£300.00									£64,371.80
27.07.2020		FASTER PAYMENT	HEATING AND DOMESTIC 7705 - HEATING SYSTEM			-£4,800.00									£59,571.80
27.07.2020		FASTER PAYMENT	HEATING AND DOMESTIC 7706 - PLUMBING			-£2,750.40									£56,821.40
27.07.2020		FASTER PAYMENT	HEATING AND DOMESTIC 7707 - PLUMBING			-£2,220.00								£54,601.40	
01.08.2020		STATEMENT 12	BANK INTEREST										£3.15	£54,604.55	
04.08.2020	STATEMENT 13	FASTER PAYMENT	ADS WATER SERVICES 254 - CHANGING MAT AND SOAP DISPENSERS			-£352.14								£54,252.41	
05.08.2020		FASTER PAYMENT	PYRAMID CATERING - NEW KITCHEN			-£3,225.68								£51,026.73	
05.08.2020		FASTER PAYMENT	WILTSHIRE COUNCIL - JOB ADVERT							£45.00				£50,981.73	
13.08.2020		FASTER PAYMENT	ADS WATER SERVICES - 264 - HYGIENE SUPPLIES/PHONE AND SKIP HIRE			-£778.27								£50,203.46	
17.08.2020	STATEMENT 14		DIRECT DEBIT	BANK CHARGES									-£2.40	£50,201.06	
31.08.2020		FASTER PAYMENT	SLADES - DISPLAY FRIDGE			-£792.00								£49,409.06	
01.09.2020			DIRECT DEBIT	BANK INTEREST									£2.16	£49,411.22	
03.09.2020	STATEMENT 14	FASTER PAYMENT	APOLLO 114007 - LAPTOP								£354.00			£49,057.22	
03.09.2020		FASTER PAYMENT	APOLLO 114082 - ANNUAL SUPPORT								£590.40			£48,466.82	
03.09.2020		FASTER PAYMENT	TAMOKO COFFEE MACHINE								£3,264.00			£45,202.82	
04.09.2020			DIRECT DEBIT	JUNE GAS AND ELECTRIC	-£73.63										£45,129.19
07.09.2020		FASTER PAYMENT	FINANCE SUPPORT FROM WJS APRIL-SEPT 2020				£336.00							£44,793.19	
07.09.2020		FASTER PAYMENT	ALL ELECTRICAL 2199 MAG LOCK DOOR RELEASE AND POWER TO LOO			-£1,140.00								£43,653.19	
07.09.2020		FASTER PAYMENT	ALL ELECTRICAL 2198 6 WAY VIDEO INTERCOM			-£2,504.57								£41,148.62	
07.09.2020		FASTER PAYMENT	ALL ELECTRICAL 2197 CCTV INSTALLATION			-£1,207.20								£39,941.42	

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24.03.2021			DIRECT	FURLOUGH MONEY MARCH 21				£1,189.45																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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*Peter N. Baker*

19, Studland Park  
Westbury  
Wilts. BA133HQ  
Phone 01373822017

*peter.n.baker@blueyonder.co.uk*

*Independent Examiners report to the trustees of Westbury(Wilts)Community Project  
I report to the charity trustees on my examination of the accounts of the trust for the  
Year ended 31 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 accounts carried out under section 145  
of the Act and in carrying out my examination I have followed all applicable Directions  
Given by the Charity Commission under section 145(5)(b) of the Act.*

*Independent examiners statement*

*I have completed my examination. I confirm that no material matters have come to my  
Attention in connection with the examination giving me cause to believe that in any  
Material respect:*

- 1. accounting records were not kept in respect of the Trust as required by section 130 or*
- 2. the accounts do not accord with those records or*
- 3. the accounts do not comply with the applicable requirements concerning the form and  
content of accounts set out in the Charities(Accounts and Reports)Regulations 2008 other  
than any requirement that the accounts give a true and fair view which is not a matter  
considered as part of an independent examination.*

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

*Peter N. Baker*

*Peter N. Baker FCA*

*27/01/2022*



Statement of Financial Activities  
For the year ended 31 March 2021

Income and endowments from

Donations	79000
Lettings	870
Grant	600
Other	98
Total	80568

Expenditure on

Building work	135029
Staffing	11954
Purchases	9868
Light and heat	1011
Advertising	45
Total	157907

Net Expenditure	(77339)
Funds b/fwd	112405
Funds c/fwd	35066