



# Westbury Community Project

31/03/2021\_– 31/03/22



## 4<sup>th</sup> Annual Trustee report 2021/2022

Westbury Community Project (WCP) is Based in Eden Vale Road Westbury Wiltshire

## **1. Introduction**

This is the fourth Annual Report compiled for the Charity Commission's Annual Return for January 2023.

The year has been one of growth, offering local charities and organisations the space to reopen and flourish following the pandemic.

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 continue to support and encourage the local community of Oldfield and Penleigh Park (LSOA code: E01032118) in Westbury and surrounding areas to make use of the WCP and the opportunities it offers.

The refurbishment stage has been completed due to cooperative working with residents, families and in particular the children. Westbury Town Council, Wiltshire Council, local charities and the key stakeholders who are now using the building to the full.

## **3. Objectives**

- To continue to engage with the local community to use the WCP for leisure, learning and companionship.
- To enrich the lives of all ages of local inhabitants.
- To provide activities in a community where there was little previously and is now growing.
- To reduce isolation and instil togetherness.
- To raise the aspirations of the children and adults in the community through activities and learning.
- To utilise the building for the benefit of enjoyment, education, participation, and contribution to the social capital of the locality.

## **4. Creating Local Engagement**

- Having contacted local organisations, the use of the WCP is continuing to grow.
- All the Trustees are from the Westbury Community and offer a wide range of skills and support, which are being used.
- The local press is supporting and publishing news stories.
- Speaking and meeting with Westbury Town Council, Wiltshire Council and the Westbury Area Board has aided through grants and financial support.
- To build on the support given by all local stakeholders to fulfil the aims 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 to have the support of both Wiltshire Council and Westbury Town Council.
- Through Westbury Junior School and other local schools WCP has been enabled to engage with numerous families in need of support.
- Local politicians at Town and Area Board level have been universally supportive with their suggestions, time, and support.
- Mr Kevin Down who has been with the project from the beginning was successful in his application to become Development Manager. His contract will take him to December 2022.
- The WCP has been fortunate that Wiltshire Council have given their financial backing, and 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 31/03/21– 31/03/22**

Although, like many other organisations, the pandemic impacted in several ways, since reopening the WCP shown growth in use and finance.

- The final refurbishment of WCP has been completed leaving a few adjustments to be completed within the Cafe.
- Initially the lack of footfall from the public caused financial concerns. However, with the support from Westbury Town Council and Wiltshire Council this has enabled the WCP to continue to grow.
- The opening of the café taking place, in the middle of the reporting year has encouraged footfall and use by hirers.
- All policies are created and are robust. Most policies are fulfilled.
- Training rooms booked, individual events and parties planned.
- The Community Fridge is now in the WCP alongside the Westbury Area Network (Foodbank) (WAN)
- The Warminster & Westbury Youth Club, Westbury Community Workshop (previously The Shed) local dance group, are now contracted to use the facilities.
- A venue for the Westbury Arts Festival
- School Uniform swaps

## **7. Statement of Intent**

We are hopeful that the next report will state that:

- WCP is on a firmer financial footing
- All policies are completed and are robust
- That the following hirers continue to use on a regular basis the WCP e.g, Services previously delivered by the children's centre, WAN, Westbury and Warminster Youth Club, Westbury Community Workshop, Dancecraft, Slimmer's World, holiday clubs,

Training courses from Wiltshire Council, voluntary groups, local schools and family parties.

## 8. Current structure and Governance

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

<b>Name</b>	<b>Representing</b>	<b>Role</b>	<b>Tenure until</b>
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 24
Deborah Urch	Town Council	Chair of Facilities Committee	Jan24
Matthew Dean	Area Board		Jan 24

Westbury (Wilts) Community Project 21/22Income and Expenditure													
Date		Description	UTILITIES	DONATIONS	BUILDING WORKS	STAFFING	INCOME	ADVERTISING	POPCAN	PURCHASES	LETTINGS	BANK	Bank Statement
02.04.2021		STARTING AMOUNT											£35,090.63
13.04.2021		WEST MERCIA ENERGY GAS AND ELECTRIC FEB 2021	-£79.41										£35,011.22
15.04.2021		BANK CHARGES										-£0.90	£35,010.32
29.04.2021		WESTBURY AND WARMINSTER YOUTH CLUB HIRE									£70.00		£35,080.32
29.04.2021		DANCE CRAFT HIRE									£306.50		£35,386.82
30.04.2021		WESTBURY COMMUNITY WORKSHOP									£480.00		£35,866.82
01.05.2021		BANK INTEREST										£1.44	£35,868.26
													£35,868.26
17.05.2021		BANK CHARGES										-£1.00	£35,867.26
17.05.2021		SPURGEONS CHARITY HALL HIRE									£1,760.00		£37,627.26
18.05.2021		DANCE CRAFT									£69.30		£37,696.56
18.05.2021		MJS TREES - REMOVAL OF ELDER AND BRAMBLE			-£580.00								£37,116.56
18.05.2021		XANDER CREATIVE - WEBSITE								-£250.00			£36,866.56
21.05.2021		WEST MERCIA ENERGY GAS AND ELECTRIC MARCH 21	-£93.61										£36,772.95
24.05.2021		SPURGEONS CHARITY HALL HIRE									£96.00		£36,868.95
26.05.2021		KD EXPENSES								-£274.81			£36,594.14
27.05.2021		KD SALARY MARCH/APRIL 21				-£4,066.54							£32,527.60
27.05.2021		TK FINANCE FEES APRIL TO AUGUST 21				-£350.00							£32,177.60
01.06.2021		BANK INTEREST										£1.51	£32,179.11
15.06.2021		BANK CHARGES										-£1.30	£32,177.81
16.06.2021		WESTBURY JUNIORS KD JUNE				-£2,033.27							£30,144.54
16.06.2021		VIKING DIRECT								-£41.93			£30,102.61
17.06.2021		WESTBURY YOUTH CLUB									£52.50		£30,155.11
17.06.2021		POPCAN TRANSFER							-£3,100.00				£27,055.11
17.06.2021		SLIMMING WORLD									£258.50		£27,313.61
18.06.2021		WEST MERCIA ENERGY ELECTRIC APRIL 21	-£98.19										£27,215.42
19.06.2021		DANCECRAFT									£163.80		£27,379.22
24.06.2021		WEST MERCIA ENERGY GAS APRIL 21	-£8.82										£27,370.40
30.06.2021		WESTBURY INFANTS HALL HIRE									£40.00		£27,410.40
01.07.2020		BANK INTEREST										£1.23	£27,411.63
													£27,411.63
02.07.2021		WESTBURY CE OF E SCHOOL -					£52.70						£27,464.33
05.07.2021		WESTBURY SHED									£300.00		£27,764.33
08.07.2021		DANCE CRAFT									£97.65		£27,861.98
09.07.2021		YOUTH CLUB									£70.00		£27,931.98
10.07.2021		SLIMMING WORLD									£258.50		£28,190.48
13.07.2021		K DOWN EXPENSES								-£197.47			£27,993.01
13.07.2021		TRAIN SMASH								-£150.00			£27,843.01
14.07.2021		WESTBURY INFANTS HALL HIRE									£20.00		£27,863.01
15.07.2021		BANK CHARGES										-£1.50	£27,861.51
19.07.2021		GAS AND ELECTRIC	-£110.45										£27,751.06
22.07.2021		JULY SALARIES				-£3,494.43							£24,256.63
24.07.2021		WESTBURY SHED									£71.20		£24,327.83
01.08.2021		BANK INTEREST										£1.13	£24,328.96
02.08.2021		YOUTH CLUB									£52.50		£24,381.46
													£24,381.46
03.08.2021		SLIMMING WORLD									£258.50		£24,639.96
07.08.2021		DANCE CRAFT									£185.50		£24,825.46
16.08.2021		BANK CHARGES										-£1.90	£24,823.56
16.08.2021		GAS AND ELECTRIC	-£98.33										£24,725.23
19.08.2021		WESTBURY SHED									£133.34		£24,858.57
31.08.2021		KD JULY				-£2,033.27							£22,825.30

31.08.2021		KD AUGUST				-£2,033.27						£20,792.03
31.08.2021	APOLLO	APOLLO 115709							-£144.00			£20,648.03
31.08.2021		APOLLO 115502							-£576.00			£20,072.03
31.08.2021		APOLLO 115838							-£590.40			£19,481.63
31.08.2021		DEVIZES FIRE SERVICES							-£65.64			£19,415.99
31.08.2021		AC JULY				-£431.12						£18,984.87
31.08.2021		AC AUGUST				-£431.12						£18,553.75
01.09.2021		BANK INTEREST									£1.04	<b>£18,554.79</b>
03.09.2021		DEVIZES FIRE SERVICES							-£65.70			£18,489.09
07.09.2021		K DOWN EXPENSES							-£206.00			£18,283.09
07.09.2021		TECTONIC SOFTWARE							-£291.60			£17,991.49
10.09.2021		K DOWN EXPENSES							-£52.38			£17,939.11
13.09.2021		WILTSHIRE COUNCIL GRANT		£600.00								£18,539.11
15.09.2021		BANK CHARGES									-£1.80	£18,537.31
16.09.2021		GAS AND ELECTRIC	-£114.75									£18,422.56
20.09.2021		K DOWN EXPENSES							-£68.52			£18,354.04
20.09.2021		WJS CORRECTION TO JULY STAFFING PAID TWICE				£2,434.39						£20,788.43
24.09.2021		GAS AND ELECTRIC	-£479.61									£20,308.82
27.09.2021		XANDER CREATIVE - WEBSITE							-£66.00			£20,242.82
28.09.2021		KRISTINA - ROOM HIRE								£35.00		£20,277.82
01.10.2021		BANK INTEREST									£0.79	£20,278.61
01.10.2021		WESTBURY AND WARMINSTER YOUTH CLUB								£70.00		<b>£20,348.61</b>
02.10.2021		SLIMMING WORLD								£258.50		£20,607.11
04.10.2021		K DOWN EXPENSES							-£342.13			£20,264.98
05.10.2021		S KING TRAINING				-£24.00						£20,240.98
08.10.2021		WESTBURY COMMUNITY WORKSHOP								£128.21		£20,369.19
08.10.2021		WESTBURY COMMUNITY WORKSHOP								£138.79		£20,507.98
11.10.2021		COMMUNITIES TEAM WILTSHIRE COUNCIL								£120.00		£20,627.98
11.10.2021		KEVIN DOWN EXPENSES							-£116.76			£20,511.22
13.10.2021		CAFÉ					£4.90					£20,516.12
15.10.2021		BANK CHARGES									-£1.60	£20,514.52
15.10.2021		GAS AUGUST 21	-£18.62									£20,495.90
18.10.2021		S KING EXPENSES							-£79.92			£20,415.98
19.10.2021		CAFÉ					£14.29					£20,430.27
20.10.2021		APOLLO PHONES							-£216.00			£20,214.27
20.10.2021		XANDER CREATIVE - WEBSITE							-£250.00			£19,964.27
20.10.2021		CAFÉ					£18.57					£19,982.84
21.10.2021		CAFÉ					£10.91					£19,993.75
22.10.2021		CAFÉ					£1.47					£19,995.22
25.10.2021		ELECTRIC AUGUST 21	-£122.90									£19,872.32
26.10.2021		CAFÉ					£1.28					£19,873.60
27.10.2021		CAFÉ					£7.61					£19,881.21
29.10.2021		CAFÉ					£1.77					£19,882.98
01.11.2021		BANK INTEREST									£0.51	<b>£19,883.49</b>
02.11.2021		CAFÉ					£15.28					£19,898.77
03.11.2021		CAFÉ					£43.03					£19,941.80
04.11.2021		WESTBURY YOUTH CLUB								£52.50		£19,994.30
04.11.2021		DONATION BY POST		£300.00								£20,294.30
05.11.2021		CAFÉ					£15.03					£20,309.33
06.11.2021		SLIMMING WORLD								£258.50		£20,567.83
08.11.2021		CAFÉ					£21.23					£20,589.06
09.11.2021		WESTBURY INFANTS								£49.00		£20,638.06
09.11.2021		CAFÉ					£20.33					£20,658.39
10.11.2021		K DOWN EXPENSES							-£582.48			£20,075.91

10.11.2021	CAFÉ					£29.19						£20,105.10
11.11.2021	CAFÉ					£30.86						£20,135.96
12.11.2021	CAFÉ					£14.39						£20,150.35
15.11.2021	BANK CHARGES										-£3.60	£20,146.75
15.11.2021	ELECTRIC	-£128.93										£20,017.82
15.11.2021	CAFÉ					£27.18						£20,045.00
16.11.2021	SEPTEMBER PAYROLL				-£2,549.90							£17,495.10
16.11.2021	OCTOBER PAYROLL				-£3,714.91							£13,780.19
16.11.2021	CAFÉ					£32.97						£13,813.16
17.11.2021	CAFÉ					£20.74						£13,833.90
18.11.2021	CAFÉ					£34.20						£13,868.10
19.11.2021	WILTSHIRE COUNCIL GRANT		£325.00									£14,193.10
19.11.2021	CAFÉ					£35.55						£14,228.65
22.11.2021	CAFÉ					£32.77						£14,261.42
23.11.2021	CAFÉ					£27.41						£14,288.83
24.11.2021	CAFÉ					£11.64						£14,300.47
25.11.2021	CAFÉ					£18.73						£14,319.20
26.11.2021	CAFÉ					£46.38						£14,365.58
29.11.2021	NOVEMBER SALARIES				-£3,715.55							£10,650.03
29.11.2021	DECEMBER SALARIES				-£3,715.55							£6,934.48
29.11.2021	K DOWN EXPENSES								-£190.31			£6,744.17
29.11.2021	ALL ELECTRICAL			-£102.00								£6,642.17
29.11.2021	ALLSOP CARPETS 11049			-£2,450.82								£4,191.35
29.11.2021	CAFÉ					£45.54						£4,236.89
29.11.2021	CAFÉ					£36.20						£4,273.09
30.11.2021	CAFÉ					£62.74						£4,335.83
01.12.2021	BANK INTEREST										£0.27	£4,336.10
01.12.2021	CAFÉ					£65.25						<b>£4,401.35</b>
02.12.2021	CAFÉ					£49.49						£4,450.84
03.12.2021	CAFÉ					£29.54						£4,480.38
04.12.2021	WESTBURY SHED									£131.13		£4,611.51
06.12.2021	CAFÉ					£22.30						£4,633.81
07.12.2021	WESTBURY INFANTS									£40.00		£4,673.81
07.12.2021	WESTBURY SHED									£131.38		£4,805.19
07.12.2021	WESTBURY YOUTH CLUB									£70.00		£4,875.19
07.12.2021	CAFÉ					£21.13						£4,896.32
07.12.2021	SLIMMING WORLD									£258.50		£5,154.82
08.12.2021	APOLLO								-£144.00			£5,010.82
08.12.2021	INSURANCE								-£771.45			£4,239.37
08.12.2021	CAFÉ					£15.62						£4,254.99
09.12.2021	CAFÉ					£35.52						£4,290.51
10.12.2021	CAFÉ					£26.03						£4,316.54
13.12.2021	CAFÉ					£23.69						£4,340.23
13.12.2021	CAFÉ					£24.08						£4,364.31
14.12.2021	WEST MERCIA ENERGY	-£184.86										£4,179.45
14.12.2021	WESTBURY JUNIORS									£27.00		£4,206.45
14.12.2021	K DOWN EXPENSES								-£351.61			£3,854.84
14.12.2021	CAFÉ					£32.44						£3,887.28
15.12.2021	BANK CHARGES										-£6.40	£3,880.88
16.12.2021	CAFÉ					£22.79						£3,903.67
16.12.2021	CAFÉ					£49.23						£3,952.90
17.12.2021	CAFÉ					£37.09						£3,989.99
20.12.2021	CAFÉ					£37.09						£4,027.08
22.12.2021	CAFÉ					£13.85						£4,040.93

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S T A T E	M E M B E R S H I P												£23,144.27
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			-£2,007.87	£20,625.00	-£3,246.82	-£27,459.28	£2,114.00	£0.00	-£3,100.00	-£6,085.11	£7,230.87	-£17.15	£23,144.27

**Report to the members of:**

Westbury (Wilts) Community Project

**On accounts for the year ended:**

31 March 2022

**Respective responsibilities of  
trustees and examiner**

The Trustees as appointed by Westbury (Wilts) Community Project are responsible for the preparation of the accounts. The Committee consider that a full in depth audit is not required for this year and that a thorough independent examination is needed.

It is my responsibility to:

- examine the accounts.
- confirm that the figures present a true and fair view of the position.
- to state whether particular matters have come to my attention.

**Basis of independent examiner's  
statement**

My examination was carried out in accordance with general Directions given by the Westbury (Wilts) Community Project and Accountancy bodies. 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.



**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with regular Accounting procedures.
  - to prepare accounts which accord with the accounting records and comply with the necessary accounting requirements of the Westbury (Wilts) Community Project.have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.
3. which would give rise to any concern in relation the full disclosure of all financial matters in relation to the Westbury (Wilts) Community Project.

**Signed:**

*K Gooding*

**Date:**

26 January 2023

**Name:**

Katy Gooding

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

ICAEW

**Address:**

Gooding Accounts Ltd

24 Warminster Road, Westbury

Wiltshire BA13 3PE