



31/03/2022 – 31/03/23



## <sup>th</sup> Annual Trustee report 2022/2023

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

## **1. Introduction**

This is the fifth Annual Report compiled for the Charity Commission's Annual Return for January 2024.

The charity has continued to increase its offering to local charities and other organisations.

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.

## **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. We have been fortunate to attract new trustees with significant local connections and involvement with a number of other local organisations.
- The local press and social media continue to be supportive of our activities and publishing news stories.
- Westbury Town Council, Wiltshire Council and the Westbury Area Board continue to support us providing advice and direction as well as helping several of the groups that use the centre.
- We continue to build on the support given by all local stakeholders to fulfil the aims of WCP
- We also continue to seek business hirers as an income stream, but we particularly focus on those who provide services that local residents might like to access.

## **5. Partnership working**

- Over the past 12 months WCP has been fortunate to have the support of both Wiltshire Council and Westbury Town Council both directly and indirectly through support at meetings and with planning
- 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 has remained in role as project manager but as we no longer had direct funding for this role he offered to switch to a zero-hour contract working as needed
- 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 31/03/22- 31/03/23**

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

- After a long period of absence our founding chair, Richard Hatt offered his resignation. The trustees recorded their thanks for all he has done to establish and grow the charity
- Our financial situation has remained stable this year
- The cafe has proved a popular facility – particular with local Mothers but it remains underused outside of term times.
- We continue to improve policies, procedures and documentation
- Training rooms booked, individual events and parties planned.
- The Community Fridge continues to be popular and acts a gateway to the foodbank service for many people
- Westbury Area Network (Foodbank) (WAN) has expanded its usage of WCP
- The Warminster & Westbury Youth Club, Westbury Community Workshop (previously The Shed) local dance group, are now contracted to use the facilities.
- A mental health team now use WCP as base for their work in the community.
- School Uniform swaps and donations of items such as nappies continue

## **7. Statement of Intent**

We are hopeful that the next report will state that:

- WCP is on a firmer financial footing
- Consider future funding for repairs to roof which are likely to be needed. Current inspections indicate that the roof is still in order, but it is now reaching its original life estimate

- We hope to expand the use of our fully equipped training room 1 by marketing to businesses on the nearby trading estates in order to produce useful income.
- We also hope that more local service providers will use our training facility to provide skills training to local people. Obviously, this depends on their funding, but we continue to make them aware of the opportunity.

## 8. Current structure and Governance

The trustees that are on the board currently (January 2024) are:

<b>Name</b>	<b>Representing</b>	<b>Role</b>
Ian Cunningham	Originally Westbury Junior School now resident	Chair
Martin McGiff	Westbury Community Workshop	Treasurer
Michael Sutton	Resident	
Kat Knight	Resident	
Fred Beckett	Westbury Shed	
Deborah Urch	Clerk Westbury Town Council	
Matt Dean	Area Board	

# Westbury (Wilts) Community Project

## Profit and Loss

April 2022 - March 2023

	Total
<b>Income</b>	
Rent a room	3,322.50
Sales	31,142.81
<b>Total Income</b>	<b>£ 34,465.31</b>
<b>Cost of Sales</b>	
Cost of Sales	16.53
Cost of Sales Food	3,978.01
<b>Total Cost of Sales</b>	<b>£ 3,994.54</b>
<b>Gross Profit</b>	<b>£ 30,470.77</b>
<b>Expenses</b>	
Accountancy	516.00
Bank charges	63.50
Cleaning	319.38
Insurance	798.67
Legal and professional fees	1,663.20
Light and Heat	6,509.04
Printing, Postage, Stationery	27.69
Rates	894.46
Rent or Lease of Buildings	2,623.87
Repair and maintenance	3,952.64
Staff wages	10,605.45
Waste	259.17
Water	381.30
<b>Total Expenses</b>	<b>£ 28,614.37</b>
<b>Net Operating Income</b>	<b>£ 1,856.40</b>
<b>Other Income</b>	
Interest earned	46.49
<b>Total Other Income</b>	<b>£ 46.49</b>
<b>Net Other Income</b>	<b>£ 46.49</b>
<b>Net Income</b>	<b>£ 1,902.89</b>

**Report to the members of:**

Westbury (Wilts) Community Project

**On accounts for the year ended:**

31 March 2023

**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:**



**Date:**

31 January 2024

**Name:**

Sam Gooding

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

FMAAT FMATT

**Address:**

Gooding Accounts Ltd

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Wiltshire BA13 3PE