



31/03/2023 – 31/03/24



Annual Trustee report 2023/2024

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

1. Introduction

This is the sixth Annual Report compiled for the Charity Commission's Annual Return for January 2025.

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 instill 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 and social media continue to be supportive of our activities and publishing news stories.
- Westbury Town Council continues to offer helpful support to the charity. 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 need, and which improve quality of life for our community.

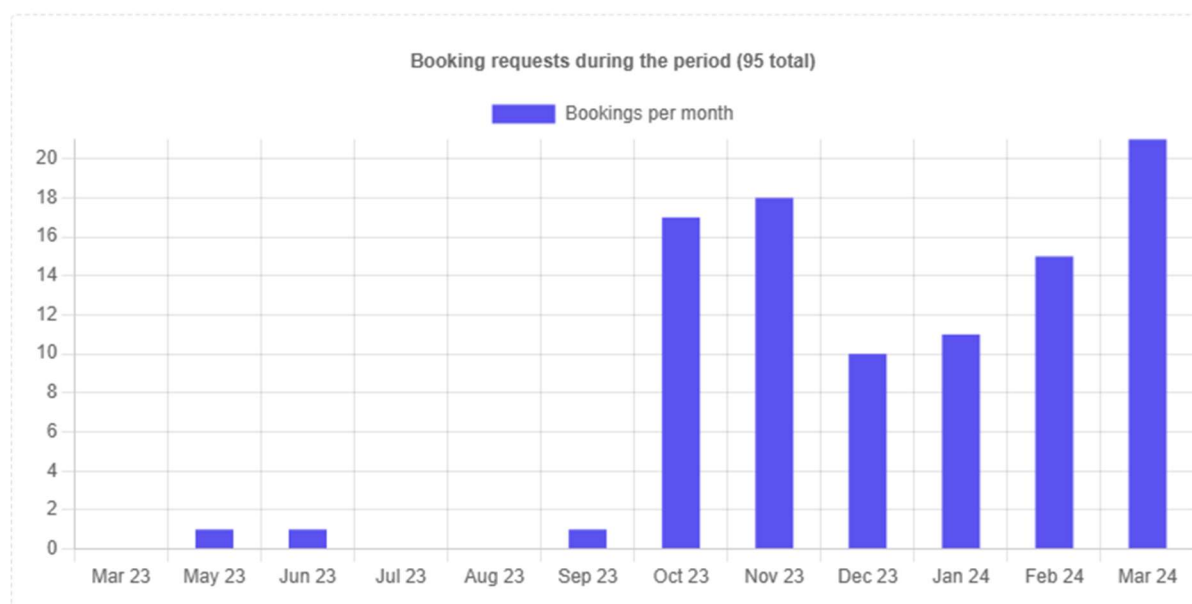
5. Partnership working

- Local politicians have been universally supportive with their suggestions, time, and support.
- Mr Kevin Down has remained in role as project manager on a zero-hour contract working as needed and working with the groups who use the project.

- Many individuals and organisations have offered words of support and often-financial commitment to WCP.
- We had financial help from Pinnegar Finch & Co, Selwood Houing or as they are now known SNG, We also thank Deacon fencing in Southwick who honoured their original fence quote from 18 months ago, without these three organisations we would not have been able to secure our grassed area for holding future events safely.

6. Review of 31/03/23– 31/03/24

- Our financial situation remained stable this year after an adjustment to wages relating to transactions in the prior year.
- The cafe has proved a popular facility – particular with local parents around school pick up and drop off and with those using some of the services but it remains underused outside of term times, and we generally close it during parts of the holidays
- We continue to improve policies, procedures and documentation
- We have completed the transfer of our banking to Cooperative bank who are able to provide more services
- Our booking system (Lemon) is now well-embedded and many of our repeat users manage their own bookings through the system: we have simplified billing and have on-line payment facilities



- The appointment of Gooding Accounts for monthly processing
- 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
- Westbury's Community Fridge which aims to reduce food waste by making excess food from supermarkets available to all that wants it is very popular.
- A mental health team now use WCP as base for their work in the community
- We have various health groups using the WCP such as...Spurgeons, HCRG and two therapists who work closely with the children of Westbury and surrounding areas.
- School Uniform swaps and donations of items such as nappies continue

- The grassed area behind the building has now been fenced with a footpath around the edge for those in the community who use our site as a cut through. This will allow us to use the grass for activities also for overflow parking as this is still an issue for more popular events.

7. Statement of Intent

- WCP is on a firmer financial footing
- Funding for the replacement of the flat roof (likely due in the next few years) continues to be a concern
- We would still like to see more use of our fully equipped training room 1 by training providers who might wish to target the community and perhaps businesses on the nearby trading estates in order to produce useful income.
- The trustees are looking to encourage a friends/volunteers' group to take on some of the day-to-day management of the facility and get involved in promoting the services.
- We are considering a co-project with Westbury Shed and its sponsors to perhaps extend the facilities to give more hireable space.

8. Current structure and Governance

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

Name	Representing	Role
Ian Cunningham	Resident	Chair
Martin McGiff	Westbury Youth FC	Treasurer
Michael Sutton	Resident	
Kat Knight	Resident	
Fred Beckett	Westbury Shed	
Deborah Urch	Clerk Westbury Town Council	
Matt Dean	Area Board	

9. Financial Summary

a. Profit and Loss

Westbury (Wilts) Community Project Profit and Loss by Month April 2023 - March 2024

	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Total
Income													
Donation					2,000.00								2,000.00
Rent a room	2,836.50		1,845.25	30.00	11,559.50	2,375.00	3,893.00	1,525.00	1,724.14	311.50	1,829.00	3,931.50	31,880.39
Sales	694.53	1,049.40	1,883.47	1,195.94	378.75	1,645.02	1,898.22	1,685.70	1,247.07	1,647.88	1,334.20	1,378.67	15,838.85
Total Income	£ 3,531.03	£ 1,049.40	£ 3,728.72	£ 1,225.94	£ 13,938.25	£ 4,020.02	£ 5,591.22	£ 3,210.70	£ 2,971.21	£ 1,959.38	£ 3,163.20	£ 5,310.17	£ 49,699.24
Cost of Sales													
Cost of Sales											3.54		3.54
Cost of Sales Food	159.04	299.89	425.24	433.44	28.90	825.66	513.36	614.00	251.71	556.11	357.97	547.87	4,980.19
Total Cost of Sales	£ 159.04	£ 299.89	£ 425.24	£ 433.44	£ 28.90	£ 825.66	£ 513.36	£ 614.00	£ 251.71	£ 556.11	£ 361.51	£ 547.87	£ 4,983.73
Gross Profit	£ 3,371.99	£ 782.51	£ 3,303.48	£ 792.50	£ 13,909.35	£ 3,194.36	£ 5,077.86	£ 2,596.70	£ 2,719.50	£ 1,403.27	£ 2,801.69	£ 4,762.30	£ 44,715.51
Expenses													
Accountancy	138.00	318.00	138.00	138.00	138.00	138.00	138.00	138.00	138.00	138.00	138.00	138.00	1,838.00
Bank charges	7.20	4.80	4.80										16.80
Cleaning	43.59		17.99	60.27		59.05	84.69	8.58	17.99		27.48	16.22	335.86
Computer Running Cost											1,388.88		1,388.88
Dues and Subscriptions				425.01	34.79	4.79	68.40		90.00			60.00	682.99
Employer NI			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance									928.14				928.14
Legal and professional fees													58.00
Light and Heat	612.88	550.65	655.31	1,099.83	382.86	547.11	357.84	583.60	715.29	901.54	1,357.77	973.70	8,738.38
Printing, Postage, Stationery			71.98	49.94			12.99						134.91
Repair and maintenance				408.55	14.00		255.80	92.99	46.20				817.34
Staff wages	1,303.03	3,165.22	1,236.94	2,349.97	2,054.95	2,148.82	1,746.52	1,920.85	1,914.15	3,041.63	1,908.55	2,205.81	24,906.44
Staff wages adjustment	14,045.13												14,045.13
Waste		125.46	78.42	76.56	76.56	95.70	76.56	76.56	95.70	84.87	84.87	108.08	977.34
Total Expenses	£ 16,149.83	£ 4,164.13	£ 2,203.44	£ 4,608.13	£ 2,701.16	£ 3,046.46	£ 2,745.61	£ 2,820.58	£ 3,945.47	£ 4,166.04	£ 4,905.55	£ 3,499.81	£ 54,956.21
Net Operating Income	-£ 12,777.84	-£ 3,381.62	£ 1,100.04	-£ 3,815.63	£ 11,208.19	£ 147.90	£ 2,332.25	-£ 223.88	-£ 1,225.97	-£ 2,762.77	-£ 2,103.86	£ 1,262.49	-£ 10,240.70
Other Income													
Interest earned	9.77	8.18	11.32										29.27
Total Other Income	£ 9.77	£ 8.18	£ 11.32	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 29.27
Net Other Income	£ 9.77	£ 8.18	£ 11.32	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 29.27
Net Income	-£ 12,768.07	-£ 3,373.44	£ 1,111.36	-£ 3,815.63	£ 11,208.19	£ 147.90	£ 2,332.25	-£ 223.88	-£ 1,225.97	-£ 2,762.77	-£ 2,103.86	£ 1,262.49	-£ 10,211.43

b. Balance Sheet

Westbury (Wilts) Community Project Balance Sheet As of March 31, 2024

	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024
Fixed Asset												
Total Fixed Asset												
Cash at bank and in hand												
Cash on hand	0.00	0.00	0.00	-14.38	-19.17	-38.17	101.84	0.00	-168.24	0.00	0.41	0.00
Current 2068		0.00	18,414.48	5,049.38	18,328.59	15,997.90	18,441.15	18,411.11	16,743.49	14,574.17	12,742.90	13,565.60
Savings		0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Triodos Account	21,979.59	17,470.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash at bank and in hand	£ 21,979.59	£ 17,470.01	£ 18,414.48	£ 15,034.98	£ 26,307.42	£ 25,959.73	£ 28,542.79	£ 28,411.11	£ 26,575.25	£ 24,574.17	£ 22,743.31	£ 23,565.60
Net current assets	£ 21,979.59	£ 17,470.01	£ 18,414.48	£ 15,034.98	£ 26,307.42	£ 25,959.73	£ 28,542.79	£ 28,411.11	£ 26,575.25	£ 24,574.17	£ 22,743.31	£ 23,565.60
Creditors: amounts falling due within one year												
Trade Creditors												
Creditors	0.00	166.89	0.00	109.73	-170.82	4.79	255.60	347.80	78.00	0.00	0.00	0.00
Total Trade Creditors	£ 0.00	£ 166.89	£ 0.00	£ 109.73	£ -170.82	£ 4.79	£ 255.60	£ 347.80	£ 78.00	£ 0.00	£ 0.00	£ 0.00
Current Liabilities												
Payroll Clearing	1,303.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-340.09	0.00	0.00	0.00
Tax & NI		0.00	0.00	326.40	671.20	0.00	0.00	0.00	0.00	499.60	772.60	332.40
Total Current Liabilities	£ 1,303.03	£ 0.00	£ 0.00	£ 326.40	£ 671.20	£ 0.00	£ 0.00	£ 0.00	£ -340.09	£ 499.60	£ 772.60	£ 332.40
Total Creditors: amounts falling due within one year	£ 1,303.03	£ 166.89	£ 0.00	£ 436.13	£ 500.38	£ 4.79	£ 255.60	£ 347.80	£ -262.09	£ 499.60	£ 772.60	£ 332.40
Net current assets (liabilities)	£ 20,676.56	£ 17,303.12	£ 18,414.48	£ 14,598.85	£ 25,807.04	£ 25,954.94	£ 28,287.19	£ 28,063.31	£ 26,837.34	£ 24,074.57	£ 21,970.71	£ 23,233.20
Total assets less current liabilities	£ 20,676.56	£ 17,303.12	£ 18,414.48	£ 14,598.85	£ 25,807.04	£ 25,954.94	£ 28,287.19	£ 28,063.31	£ 26,837.34	£ 24,074.57	£ 21,970.71	£ 23,233.20
Total net assets (liabilities)	£ 20,676.56	£ 17,303.12	£ 18,414.48	£ 14,598.85	£ 25,807.04	£ 25,954.94	£ 28,287.19	£ 28,063.31	£ 26,837.34	£ 24,074.57	£ 21,970.71	£ 23,233.20
Capital and Reserves												
Retained Earnings	33,444.83	33,444.83	33,444.83	33,444.83	33,444.83	33,444.83	33,444.83	33,444.83	33,444.83	33,444.83	33,444.83	33,444.83
Profit for the year	-12,768.07	-16,141.51	-15,030.15	-18,845.78	-7,837.59	-7,489.69	-5,157.44	-5,381.32	-8,607.29	-9,370.06	-11,473.92	-10,211.43
Total Capital and Reserves	£ 20,676.56	£ 17,303.12	£ 18,414.48	£ 14,598.85	£ 25,807.04	£ 25,954.94	£ 28,287.19	£ 28,063.31	£ 26,837.34	£ 24,074.57	£ 21,970.71	£ 23,233.20

Report to the members of:

Westbury (Wilts) Community Project

On accounts for the year ended:

31 March 2024

Respective responsibilities of trustees and examiner

The Treasurer as appointed by Westbury (Wilts) Community Project is responsible for the preparation of the accounts. The Committee consider that 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:

22/01/2025

Name:

Katy Gooding

Relevant professional qualification(s) or body:

ICAEW

Address:

Gooding Accounts Ltd

24 Warminster Road, Westbury

Wiltshire BA13 3PE

Westbury (Wilts) Community Project

Balance Sheet

As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PP)
Fixed Asset		
Total Fixed Asset		
Cash at bank and in hand		
Current 2068	13,565.60	
Savings	10,000.00	
Triodos Account	0.00	19,399.50
Total Cash at bank and in hand	£23,565.60	£19,399.50
NET CURRENT ASSETS	£23,565.60	£19,399.50
Creditors: amounts falling due within one year		
Current Liabilities		
Payroll Clearing	0.00	-14,045.13
Tax & NI	332.40	
Total Current Liabilities	£332.40	£ -14,045.13
Total Creditors: amounts falling due within one year	£332.40	£ -14,045.13
NET CURRENT ASSETS (LIABILITIES)	£23,233.20	£33,444.63
TOTAL ASSETS LESS CURRENT LIABILITIES	£23,233.20	£33,444.63
TOTAL NET ASSETS (LIABILITIES)	£23,233.20	£33,444.63
Capital and Reserves		
Retained Earnings	33,444.63	31,541.74
Profit for the year	-10,211.43	1,902.89
Total Capital and Reserves	£23,233.20	£33,444.63

Westbury (Wilts) Community Project

Profit and Loss

April 2023 - March 2024

	TOTAL	
	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (PP)
Income		
Donation	2,000.00	
Rent a room	31,860.39	3,322.50
Sales	15,838.85	31,142.81
Total Income	£49,699.24	£34,465.31
Cost of Sales		
Cost of Sales	3.54	16.53
Cost of Sales Food	4,980.19	3,978.01
Total Cost of Sales	£4,983.73	£3,994.54
GROSS PROFIT	£44,715.51	£30,470.77
Expenses		
Accountancy	1,836.00	516.00
Bank charges	16.80	63.50
Cleaning	335.86	319.38
Computer Running Cost	1,388.88	
Dues and Subscriptions	682.99	
Employer NI	0.00	
Insurance	928.14	798.67
Legal and professional fees	58.00	1,663.20
Light and Heat	8,738.38	6,509.04
Printing, Postage, Stationery	134.91	27.69
Rates		894.46
Rent or Lease of Buildings		2,623.87
Repair and maintenance	817.34	3,952.64
Staff wages	24,996.44	10,605.45
Staff wages adjustment	14,045.13	
Waste	977.34	259.17
Water		381.30
Total Expenses	£54,956.21	£28,614.37
NET OPERATING INCOME	£ -10,240.70	£1,856.40
Other Income		
Interest earned	29.27	46.49
Total Other Income	£29.27	£46.49
NET OTHER INCOME	£29.27	£46.49
NET INCOME	£ -10,211.43	£1,902.89