

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2020		31	03	2021

Section A Reference and administration details

Charity name

CLEOBURY MORTIMER MEN'S SHED

Registered charity number (if any)

1178085

Charity's principal address

PUDDING MEADOW COTTAGE

EAGLE LANE

CLEOBURY MORTIMER

KIDDERMINSTER

Postcode

DY14 8RA

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Vacant	Secretary		
Neil Tysall	Treasurer		
Peter Blackburn	Chair		
Gwilym Butler			
Katja Jones			
Michael Patterson			
Guy James			
Name of Honorary President			
David Robinson			

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
Constitution
How the charity is constituted
Charitable Incorporated Organisation
Trustee selection methods
By election for three-year term

Additional governance issues

Cleobury Mortimer Men's Shed (CMMS) is a member of the UK Men's Sheds' Association and, whilst an independent charity, works in support of their wider aims and objectives.

CMMS is a Charitable Incorporated Organisation (CIO) with an adopted constitution setting out its structure, functions, and governance. The members of the CIO shall be the trustees who are elected and cannot be transferred to anyone else. These trustees must number between three and seven and manage the affairs of the CIO and have responsibility for it in accordance with the Charities Act 2011.

Appointment of CMMS trustees, apart from the first trustees, must be for a term of three years by a resolution passed at a properly convened meeting of the trustees. In selecting individuals for appointment, the charity trustees must have regard to the skills, knowledge and experience needed for effective administration.

CMMS Financial Policy sets out the trustee's responsibility for:

- Safeguarding the assets of the charity
- Keeping financial records in accordance with the constitutional document and the Charities Act
- Preparing Annual Accounts in accordance with Charity Commission and HMRC guidelines

The Trustees will take reasonable measures to prevent fraud and avoid mistakes.

To enable them to carry out these responsibilities, trustees will adhere to a Financial Policy & Procedures document that details expected conduct and will apply to all Trustees of CMMS on their election/appointment and to all relevant members and volunteers. This document will be reviewed periodically by the Trustees of CMMS and revised, as necessary.

Section C Objectives and activities

To promote social inclusion for the public benefit by preventing, particularly, but not exclusively, men aged 18 or over who reside in Cleobury Mortimer or the surrounding area, from becoming socially excluded.

To assist the lonely and isolated back into society through the provision of facilities in which they can meet others and undertake creative, physical, or recreational activities, learn new or share existing skills and knowledge and support each other socially. To help add meaning and purpose to the lives of those in need.

Activities undertaken during 2020 include:

- Made, delivered and installed owl boxes for the town.
- Made, delivered, and installed a wooden nativity scene for St Mary's Church and the community to see and enjoy.
- Assisted with the installation and dismantling of the town Christmas lights.
- Helped the Town Council create a bike trail.
- Continued the submission of grant applications to fund CMMS objectives.

The nativity scene and owl boxes have been made by CMMS members using their own materials and facilities as, at the time of this report, CMMS does not have an operational shed in which to conduct activities.

Section D

Achievements and performance

2020 has seen CMMS achieve the following;

- Achieved £10010 income from grant applications.
- Finished construction of shed exterior.
- Insulate and clad the shed interior and applied a fire-retardant coating.
- Maintained a public profile during lock down, completing community support projects that raised awareness of CMMS.
- Reviewed and refreshed CMMS policies and documentation including:
Finance Policy & Procedure
Financial Return forms
Safeguarding Policy
Code of Conduct
- Assessed the implications of social distancing on the operation of the shed post Covid-19.
- Made owl boxes and Christmas nativity scene for the town.
- Provided volunteers to help the Town Council create a bike trail for young people.

Section E

Financial review

Brief statement of the charity's policy on reserves

CMMS hold a Lloyds Bank Treasurers Account. There are no overdraft or credit facilities with the account. Our current policy is to only authorise expenditure within our means and not to commission, undertake or promise any work that exceeds our ability to make payment in full.

We are currently in the process of fundraising to equip a Men's Shed in Cleobury Mortimer. The exterior shell is now complete, as is the installation of electricity. Water connections are underway to facilitate the safe disposal on wastewater and provide hand sanitising facilities.

Our financial policy decrees that sufficient reserves will be held to meet the ongoing running costs such as utility bills, insurances, staff costs (should the charity employ anyone) and the sale of the site (should we need to close). At the time of this report the shed is non-operational so the running costs remain unknown. As these will be, to greater extent, dictated by use and demand, we will gain an understanding of this commitment once operational, and trustees are committed to finalising a reserves policy within the finance policy.

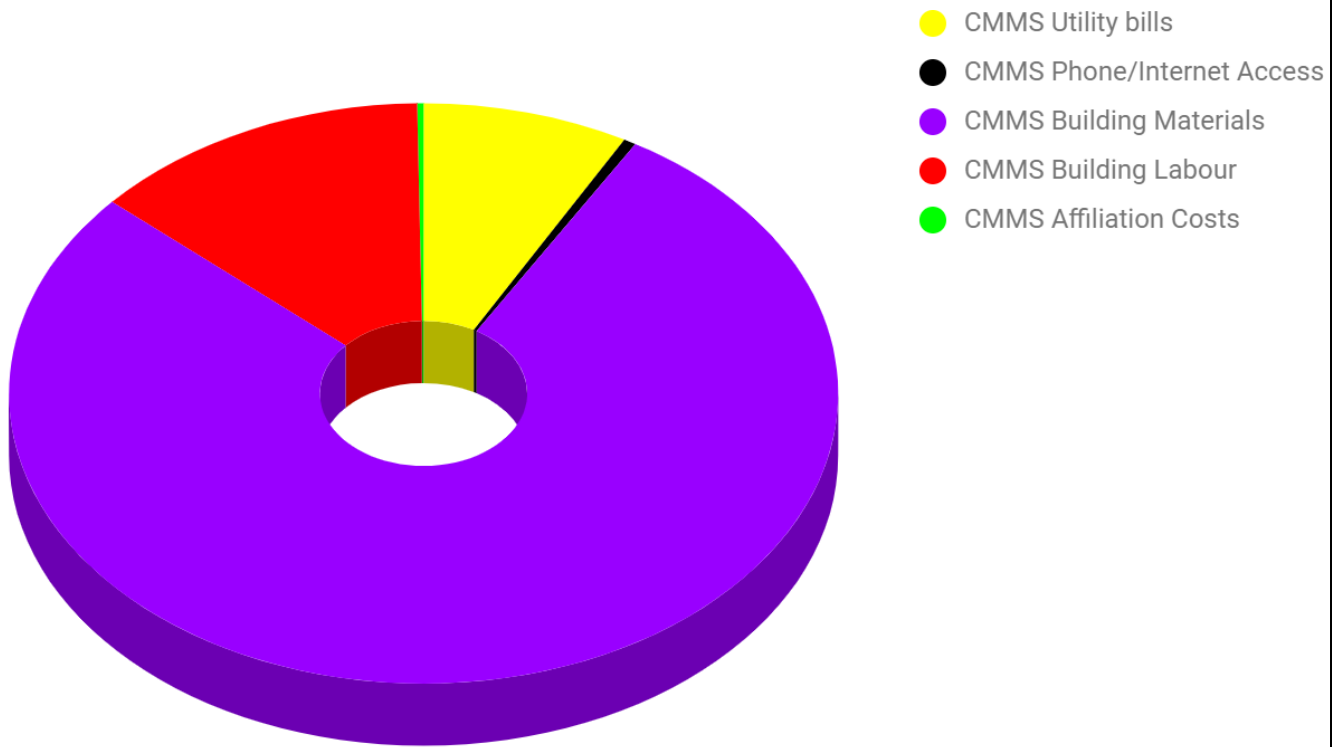
We have no outstanding debts and sufficient funds to meet any anticipated expenditure. We presently recommend a membership fee of £5/month. However, we do not want potential users to be deterred through cost. For this reason, charges will remain discretionary and flexible, based on affordability and need. Once operational, the trustees will have a greater understanding of the ongoing running costs and it is accepted the recommended monthly fee may alter to reflect this.

Details of any funds materially in deficit

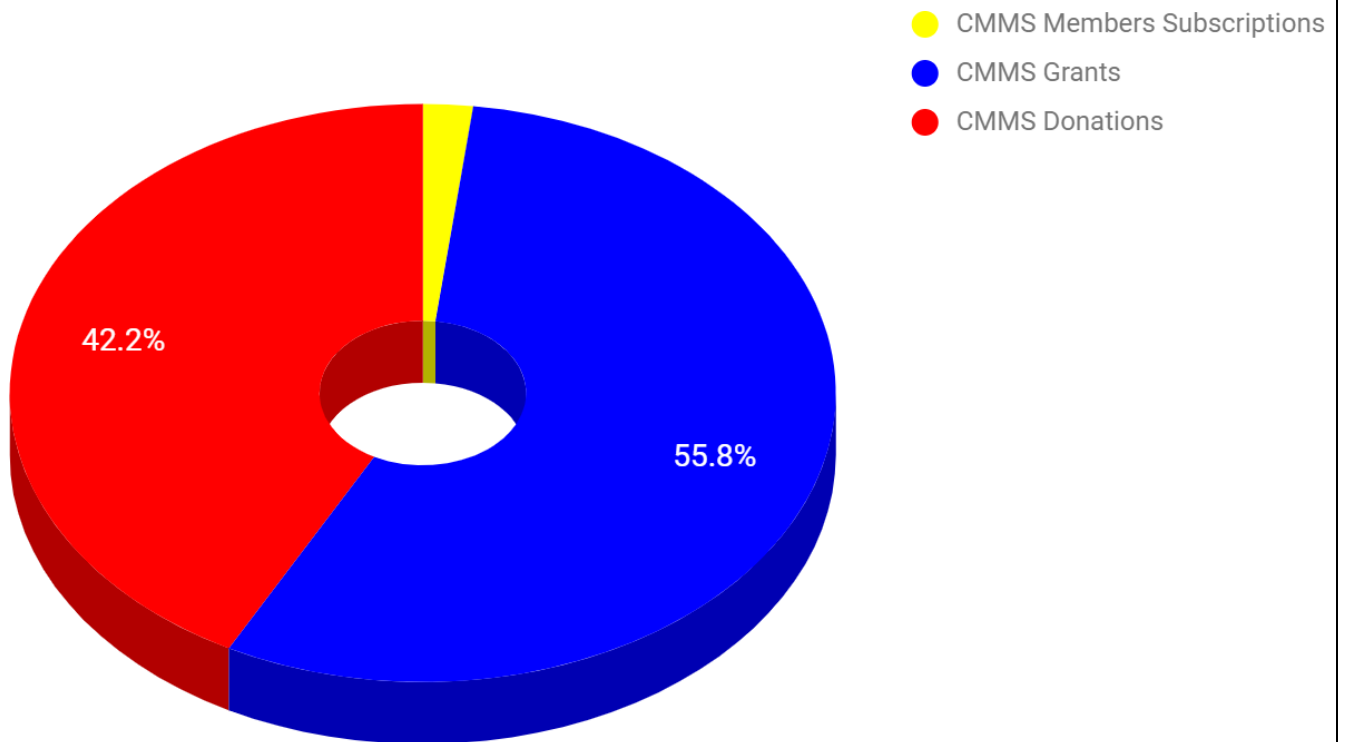
N/A

Financial Review

CMMS Expenditure



CMMS Income



Cleobury Mortimer Men's Shed Expenditure	
Building - Labour	£1300.00
Building - Materials	£4775.73
Insurance	£624.84
Utilities	£162.48
Website	£47.49
National Men's Shed membership	£24.00
Purchase of a storage container	£2850.00
Total Expenditure	£9785.02

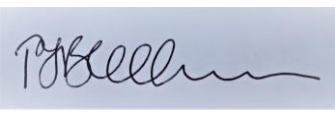

Cleobury Mortimer Men's Shed Income	
Donations	£7571.62
Grants	£10010.00
Members Subscriptions	£350.00
Total Income	£17931.62

Cleobury Mortimer Men's Shed Credit	
Opening balance	£7356.70
Closing Balance	£15503.30
Total Credit	£8146.60

Section F Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)			
Full name(s)	Vacant	Peter Blackburn	Neil Tysall
Position	Secretary	Chair	Treasurer
Date	05/04/2021		



CHARITY COMMISSION
FOR ENGLAND AND WALES

Cleobury Mortimer Men's Shed

No 1178085

Receipts and payments accounts

CC16a

For the period from	4/1/2020	To	3/31/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	7,572	-	-	7,572	
Membership Subscriptions	350	-	-	350	
Grants	10,010	-	-	10,010	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	17,932	-	-	17,932	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	17,932	-	-	17,932	-

A3 Payments

Storagecontainer	2,850	-	-	2,850	
Building costs (labour)	1,300	-	-	1,300	
Insurance	625	-	-	625	
Affiliation Costs	24	-	-	24	

Building costs (materials)	4,776	-	-	4,776	-
Utility bills	162	-	-	162	-
Websie	48	-	-	48	-
	-	-	-	-	-
Sub total	9,785	-	-	9,785	-
A4 Asset and investment purchases, (see table)					
		-	-	-	
		-	-	-	
Sub total	-	-	-	-	
Total payments	9,785	-	-	9,785	-
Net of receipts/(payments)	8,147	-	-	8,147	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	7,357	-	-	7,357	-
Cash funds this year end	15,504	-	-	15,504	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account			-
		15,504	-	-
		-	-	-
	Total cash funds	15,504	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £

B2 Other monetary assets

	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-


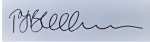
B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Storage Container		2,850	2,850
Mobile home		600	-
Collecting boxws		68	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Neil Tysall	4/5/2021
	Peter Blackburn	4/5/2021