

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2021		31	03	2022

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 2021 include:

- Assisted with the installation and dismantling of the town Christmas lights.
- Helped the Town Council plant bulbs in the Queen Elizabeth Park.
- Repaired the Town Council notice board.
- Continued the submission of grant applications to fund CMMS objectives.
- Purchased and installed Axminster machinery into the shed.
- Made and installed bespoke security shuttering to the exterior doors and windows of the shed.

Section D Achievements and performance

Section D

Achievements and performance

We have successfully raised funds to build the shed and equip it with machinery. CMMS, in common with everyone else in the UK, has been impacted by the significant increase in electricity costs. We now need to increase our funding or restrict our opening to ensure we can meet these higher running costs going forward. Being a CIO, we cannot trade or sell our goods, so will rely on donations to support our work. It remains the aim of CMMS to support the users by providing as much access to the shed as we can afford. It is also our aim to support the wider community through the work we do and the projects we help. To date the CMMS has already provided significant support to community projects, and our doors have yet to officially open. We are blessed with great members who want to help and improve their town, and a community that has been generous in funding our progress so far.

2021 has seen CMMS achieve the following:

- Secured a £2000 grant to fund hand tools.
- Finished construction of shed exterior.
- Insulate and clad the shed interior and applied a fire-retardant coating.
- Creating new policies including membership and user policy.
- Started to create a Health and Safety policy.
- 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.
- Supported and enhanced the town of Cleobury Mortimer by assisting in activities coordinated by the Town Council.

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.

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.

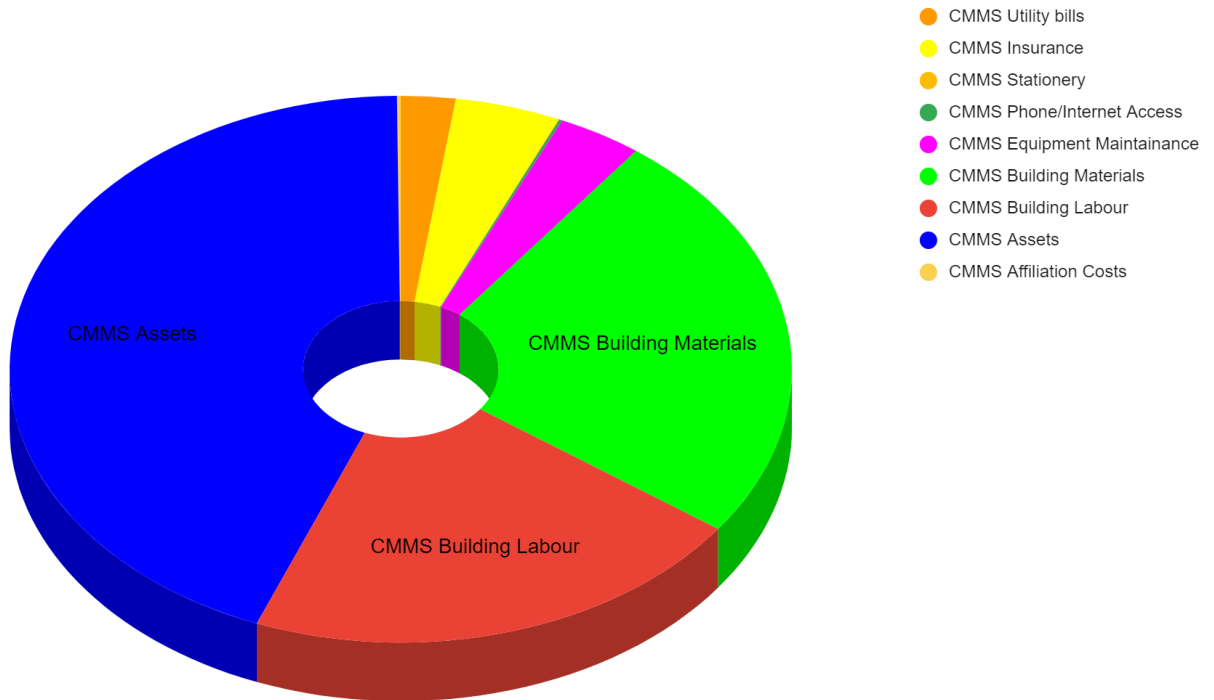
We have no outstanding debts and sufficient funds to meet any anticipated expenditure. We presently recommend a membership fee of £5/month. However, we do not want potential users to be deterred through cost. For this reason, charges will remain discretionary and flexible, based on affordability, and 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

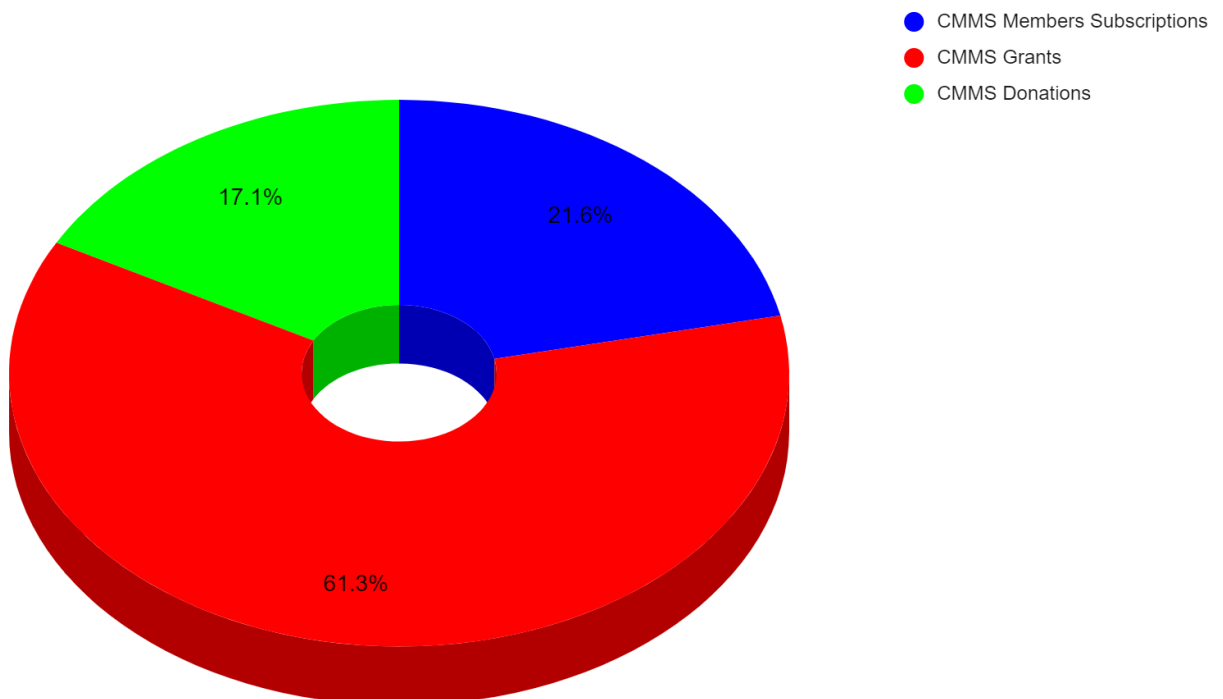
N/A

Financial Review

CMMS Expenditure



CMMS Income

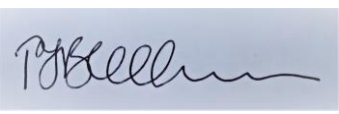



Cleobury Mortimer Men's Shed Expenditure	
Building - Labour	£3245.00
Building - Materials	£3799.82
Insurance	£671.64
Utilities	£347.60
Website	£19.19
National Men's Shed membership	£24.00
Equipment Maintenance	£538.85
Stationery	£4.99
Machinery	£6753.82
Total Expenditure	£15404.91
Cleobury Mortimer Men's Shed Income	
Donations	£557.06
Grants	£2000.00
Members Subscriptions	£705.00
Total Income	£3262.06
Cleobury Mortimer Men's Shed Credit	
Opening balance	£15503.30
Total Income	£3262.06
Total Expenditure	£15404.91
Closing Balance Carried Forward	£3360.45

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	10/04/2022		



CHARITY COMMISSION
FOR ENGLAND AND WALES

Cleobury Mortimer Men's Shed	No 1178085
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Receipts and payments accounts

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For the period from	01/04/2021	To	31/03/2022
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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	557	-	-	557	7,572
Membership Subscriptions	705	-	-	705	350
Grants	-	2,000	-	2,000	10,010
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	1,262	2,000	-	3,262	17,932
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,262	2,000	-	3,262	17,932
A3 Payments					
Equipment Maintenance/servicing	539	-	-	539	-
Building costs (labour)	3,245	-	-	3,245	1,300
Insurance	672	-	-	672	625
Affiliation Costs	24	-	-	24	24

Building costs (materials)	3,800	-	-	3,800	4,776
Utility bills	348	-	-	348	162
Websie	19	-	-	19	48
Storage Container Purchase	-	-	-	-	2,850
Stationery	5	-	-	5	-
Sub total	8,652	-	-	8,652	9,785

A4 Asset and investment purchases, (see table)					
Axminster Machines	6,754	-	-	6,754	-
		-	-	-	-
Sub total	6,754	-	-	6,754	-

Total payments	15,406	-	-	15,406	9,785
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Net of receipts/(payments)	- 14,144	2,000	-	- 12,144	8,147
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,503	-	-	15,503	-
Cash funds this year end	1,359	2,000	-	3,359	8,147

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	1,359	2,000	-
		-	-	-
		-	-	-
	Total cash funds	1,359	2,000	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds

B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-



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	-
	Mobile home		600	-
	Collecting boxes		68	-
	Axminster Machinery		6,754	-
	CMMS Shed		20,000	-
			-	-
			-	-
			-	-
			-	-

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	10/05/2022
	Peter Blackburn	10/05/2022