

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2022		31	03	2023

## 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)
Guy James	Secretary		
Neil Tysall	Treasurer		
Peter Blackburn	Chair		
Gwilym Butler			
Katja Jones			
Michael Patterson			
Colin Tolley			
<b>Name of Honorary President</b>			
David Robinson			

## Section B Structure, governance and management

Description of the charity's trusts

<b>Type of governing document</b>
Constitution
<b>How the charity is constituted</b>
Charitable Incorporated Organisation
<b>Trustee selection methods</b>
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 2022 include:

- Our official opening in July 2022
- Continued the submission of grant applications to fund CMMS objectives.
- Community projects.
- Weekly meetings at a community hub for wellbeing and socialisation.
- Implementation of Health & Safety measures within the shed.
- Creation of a Finance Committee to oversee spending.

The shed was officially opened on 2<sup>nd</sup> July 2022 by the High Sheriff of Shropshire, Selina Graham (pictured with Barbara Martin, widow of our much missed friend Keith to whom the shed is dedicated - read the Shropshire Star article [here](#))



This now sees the shed enter a new phase, transitioning from being in development to an operational facility. As hoped, our opening kick started an uplift in membership which will allow the charity to have a greater impact on our community. The membership continues to be an inspiration, giving their time and energy so generously to projects that make Cleobury Mortimer a better place to live.

Being entirely reliant on electricity to power our machinery, we remain concerned about the ongoing instability in the energy market. Keeping track of this expenditure will be an ongoing priority for the trustees, whose aim remains to maximise access to the shed and not allow trifling issues of money to get in the way. I have every confidence that we will weather this and future storms and uncertainties.

2022 has seen CMMS achieve the following:

- Opening our doors to members and becoming operational.
- Creating new policies including membership and user policy.
- Forming a Finance Committee to control spending.
- Starting to create a Health and Safety policy & implementation.
- Reviewed and refreshed CMMS policies and documentation including:
  - Finance Policy & Procedure
  - Financial Return forms
  - Safeguarding Policy
  - Code of Conduct
- Supported and enhanced the town of Cleobury Mortimer by assisting in activities coordinated by the Town Council.

**Brief statement of the charity's policy on reserves**

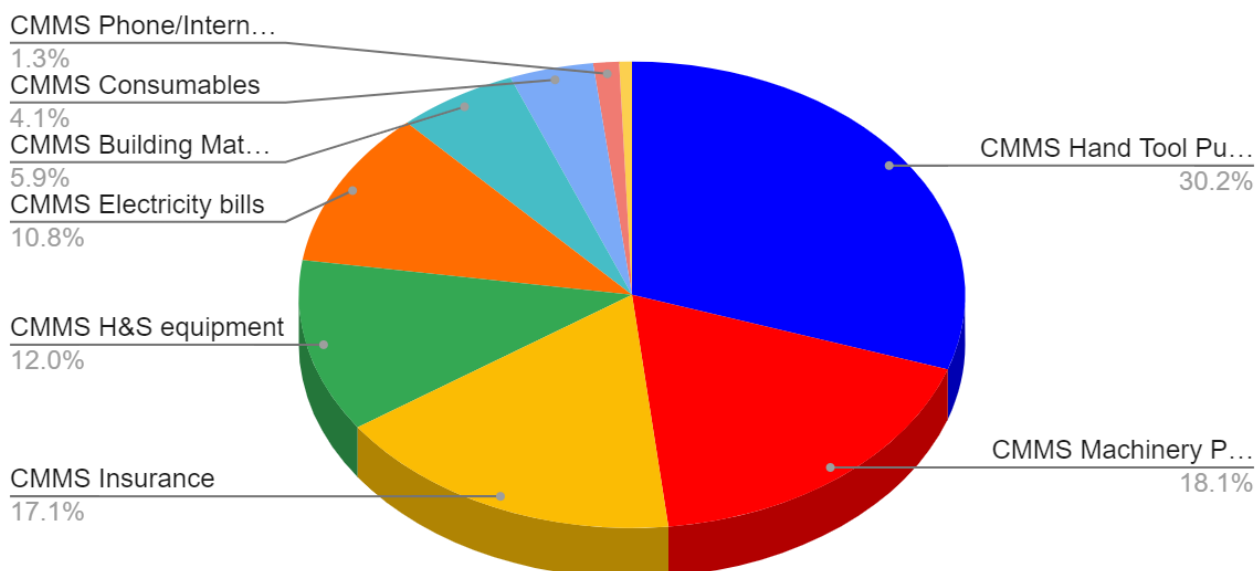
CMMS holds a Lloyds Bank Treasurers Account. There are no overdraft or credit facilities with the account. Our current policy is to only authorise expenditure within our means and not to commission, undertake or promise any work that exceeds our ability to make payment in full.

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). We have yet to complete a full year as an operational shed, therefore, I cannot provide accounts that would accurately inform a future reserves policy, but Q4 returns point to expenditure outstripping income by around £100/month. I hope that 2023 figures will allow this to be agreed for future returns as the trustees remain committed to finalising a reserves policy as part of the finance policy and to ensure fiscal prudence and security going forward.

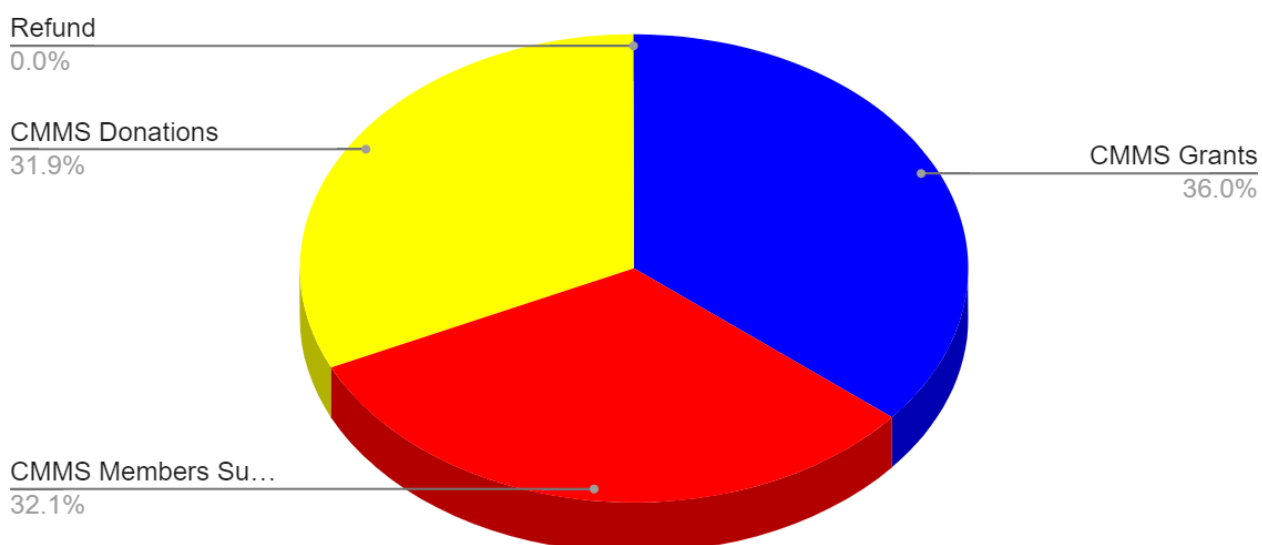
We have no outstanding debts and currently hold sufficient funds to meet any anticipated expenditure. We presently recommend a membership fee of £5/month. However, we do not want potential users to be deterred through cost. For this reason, charges will remain discretionary and flexible, based on affordability,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

**Details of any funds materially in deficit**

N/A

**Financial Review****Cleobury Mortimer Men's Shed Expenditure**

## Cleobury Mortimer Men's Shed Income



### Cleobury Mortimer Men's Shed Expenditure

CMMS Hand Tool Purchases	£1183.35
CMMS Machinery Purchases	£708.56
Insurance	£671.64
Utilities	£424.35
Website	£49.17
CMMS Building Materials	£229.47
CMMS H&S equipment	£470.14
Stationery	£24.19
CMMS Consumables	£159.75
<b>Total Expenditure</b>	<b>£3920.62</b>

### Cleobury Mortimer Men's Shed Income

Donations	£1552.82
Grants	£1750.00
Members Subscriptions	£1560.00
Refund	£2.13
<b>Total Income</b>	<b>£4864.95</b>


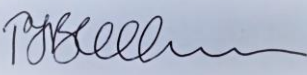

### Cleobury Mortimer Men's Shed Credit

Opening balance	£3360.45
Total Income	£4864.95
Total Expenditure	£3920.62
<b>Closing Balance Carried Forward</b>	<b>£4304.78</b>

## 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)	Guy James	Peter Blackburn	Neil Tysall
Position	Secretary	Chair	Treasurer
Date	17/05/2023		



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	4/1/2022	To	3/31/2023
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations	1,553	-	-	1,553	557
Membership Subscriptions	1,560	-	-	1,560	705
Grants	1,750	-	-	1,750	2,000
Refund	2	-	-	2	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	4,865	-	-	4,865	3,262
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	4,865	-	-	4,865	3,262

### A3 Payments

Equipment maintenance	-	-	-	-	539
Building costs (labour)	-	-	-	-	3,245
Insurance	672	-	-	672	672
Health & Safety Equipment	470	-	-	470	-

Affiliation costs	-	-	-	-	24
Building costs (materials)	229	-	-	229	3,800
Utility bills	424	-	-	424	348
Websie	49	-	-	49	19
Consumables	160	-	-	160	-
Stationery	24	-	-	24	5
<b>Sub total</b>	<b>2,028</b>	<b>-</b>	<b>-</b>	<b>2,028</b>	<b>8,652</b>

<b>A4 Asset and investment purchases, (see table)</b>					
Axminster Machines & Milwaukee Power tool	709	-	-	709	-
Hand Tools	1,183	-	-	1,183	-
<b>Sub total</b>	<b>1,892</b>	<b>-</b>	<b>-</b>	<b>1,892</b>	<b>-</b>

<b>Total payments</b>	<b>3,920</b>	<b>-</b>	<b>-</b>	<b>3,920</b>	<b>8,652</b>
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<b>Net of receipts/(payments)</b>	<b>945</b>	<b>-</b>	<b>-</b>	<b>945</b>	<b>- 5,390</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>3,360</b>	<b>-</b>	<b>-</b>	<b>3,360</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>4,305</b>	<b>-</b>	<b>-</b>	<b>4,305</b>	<b>- 5,390</b>

## 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 £
<b>B1 Cash funds</b>	Bank Account	4,305	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>4,305</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account (s))	OK	OK	OK



	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			
Details			
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			
Details			
		-	-
		-	-
		-	-
		-	-
		-	-


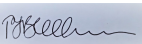
	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			
Details			
Storage Container		2,850	-
Mobile home		600	-
Collecting boxes		68	-
Axminster Machinery		6,906	-
CMMS Shed		20,000	-
Power Tools		557	-
Hand Tools		1,183	-
		-	-

		-	-
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## 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	17/05/2023
	Peter Blackburn	17/05/2023