



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 <sup>st</sup>	January	2020		31 <sup>st</sup>	Dec	2020

## Section A Reference and administration details

Charity name

Bus Park Community Hub and Cafe

Other names charity is known by

Registered charity number (if any)

1181905

Charity's principal address

The Bus Park Cafe, Market Street Car Park

Swadlincote

Derbyshire

Postcode

DE11 9DA

### 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)
1	Mrs Julie King	Chairperson		
2	Mrs Wendy Carter	Treasurer		
3	Mrs Gillian Oughton		Since 1 <sup>st</sup> December 2020	
4	Mrs Janet Punter		To June 2020	
5	Mrs Jane German		To February 2020	
6	Mrs Patricia Bradbury		To December 2020	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19	Names of the trustees for the charity, if any, (for example, any custodian trustees)			
20	Name			

	<b>Dates acted if not for whole year</b>

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Lifestyle Accounting Limited	58 – 60 Wetmore Road, Burton-on-Trent, Staffordshire, DE14 1SN

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Unincorporated – Do Not have Membership

Trustee selection methods  
(eg. appointed by, elected by)

Elected and Appointed by Trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities



**Summary of the objects of the charity set out in its governing document**

1. To promote social inclusion for the public benefit, particularly but not exclusively, for people aged 50 and over who are socially excluded by reason of their age, health or financial disadvantage, in Swadlincote and the surrounding area, in such ways as the trustees shall think fit, in particular, but not exclusively by the provision of activities, support and services for their social interaction and recreation.
2. To provide a meals on wheels service for those who find it difficult to safely prepare and make or who cannot safely make themselves a hot meal.

1. Encouraging local older people to attend groups and activities run by the charity, to ensure they are included in the community. Working to end isolation in the older age group.
2. Providing a subsidised meals on wheels service to elderly and vulnerable people in the Swadlincote area.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Due to the Covid 19 Pandemic, 2020 has been a very difficult and challenging time for The Bus Park Community Hub & Cafe. The Community Cafe and the Meals on Wheels Service closed in March 2020, but we were able to recommence the Meals on Wheels Service at the beginning of June. It is hoped to re-open the Community Hub & Cafe at the beginning of August 2021.

As at January 2020 we had 11 volunteers, including 5 Trustees, who helped in the kitchen, in the office, delivered meals on wheels and ran events in the cafe.

8 members of staff were employed as at January 2020, to support the growth and the objectives of the forum. Unfortunately due to the pandemic all members of staff were furloughed while the Community Hub & Cafe were closed. When the Meals on Wheels service re-started one member of staff left and one was made redundant. The remaining staff were put onto reduced hours, with the outstanding hours being paid as furlough.

Sadly, some customers were lost from the Meals on Wheels service and by the end of the year there were 65 customers.

After advertising in GP surgeries, hospitals and Social Services, referrals are regularly received from these sources which support people returning home from hospital. The service enables and supports many people to stay in their own homes, rather than Local Authority care. Hot lunches, desserts, tea time snacks and cold or frozen weekend meals are included in this service.

Fundraising plans have been implemented for 2021 and for the future.



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

The Charity does not wish to create a surplus of reserves; and it strives to maintain low costs and use all possible reserves to fulfil the objectives as set out as in its governing document. With this in mind the charity is aware that situations may arise in the future whereby relocation may be required meaning any available reserves may be used to facilitate any relocation.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funding is now from grants and funding received, as detailed below.

The monthly market stall which sold handmade items from the weekly craft groups was held for a few months of 2020, but has now discontinued. It is planned to hold a monthly Social Morning in the cafe to replace the market stall once the cafe re-opens, in order to fundraise further.

## Section F

## Other optional information

Grants received during 2020:

8<sup>th</sup> April: £500 from Derbyshire County Council Covid 19 Fund.

6<sup>th</sup> May: £10,000 via South Derbyshire District Council under "Closed for Business Grant "

4<sup>th</sup> October: £400 Grant from Councillor Stuart Swann (Derbyshire County Council) from the Members Community Leadership Fund (this was to assist with purchase of new electric cooker and PAT testing.

16<sup>th</sup> December: £250 Grant from Age UK Ltd., to purchase new heat pads for our thermal boxes used to transport the hot meals on our Meals on Wheels service.

23<sup>rd</sup> December: £2,668 further support under the "Closed for Business Grant" via South Derbyshire District Council.

Since March 2020 we have been receiving Job Retention Scheme monies (JRS) for staff placed on the Furlough Scheme.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Wendy A. Carter

Julie King

Full name(s)

Wendy Ann Carter

JULIE ANN KING

Position (eg Secretary, Chair, etc)

Treasurer

CHAIR

Date

10/6/2021





Bus Park Community Hub and Café

## Receipts and payments accounts

CC16a

For the period  
from

1st January 2020

To

31st December 2020

### Section A Receipts and payments

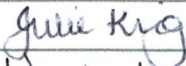
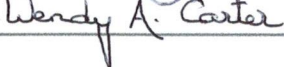
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations/Fundraising/Grants	31,447	-	-	31,447	-
Café Takings	9,919	-	-	9,919	-
Events	1,847	-	-	1,847	-
Meals on Wheels	57,087	-	-	57,087	-
Misc	4,641	-	-	4,641	-
		-	-		-
		-	-		-
		-	-		-
		-	-		-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	104,941	-	-	104,941	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	104,941	-	-	104,941	-
<b>A3 Payments</b>					
Wages/HMRC	70,393	-	-	70,393	-
Travel Expenses	3,212	-	-	3,212	-
Meals on Wheels exps	2,549	-	-	2,549	-
Professional Fees	5,343	-	-	5,343	-
Kitchen Purchases	18,875	-	-	18,875	-
Kitchen Equipment Purchases	1,830	-	-	1,830	-
Trips/Knit & Natter	-	-	-	-	-
Cleaning	-	-	#	-	-
Elec/Gas/Ins	5,074	-	#	5,074	-
Post/Stationery//Office Equipment	-	-	#	-	-
Telephone	-	-	#	-	-
Misc	13,977	-	#	13,977	-
		-	-	-	-
<b>Sub total</b>	121,253	-	-	121,253	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	121,253	-	-	121,253	-
<b>Net of receipts/(payments)</b>	- 16,312	-	-	- 16,312	-
<b>A5 Transfers between funds</b>		-	-	-	-
<b>A6 Cash funds last year end</b>	33,834	-	-	33,834	-
<b>Cash funds this year end</b>	17,522	-	-	17,522	-



## 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>	Cash Funds b/f	33,834	-	-
	Cash Funds this Year	16,312	-	-
		-	-	-
	<b>Total cash funds</b>	<b>17,522</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))				
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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
X		JULIE KING	10/6/21
X		WENDY A. CARTER	10/6/21



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Bus Park Community Hub and Cafe

On accounts for the year  
ended

31<sup>st</sup> December 2020

Charity no  
(if any)

1181905

Set out on pages

1 TO 3

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- 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 Charity Commission. 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 (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

4<sup>th</sup> JUN 2021

Name:

David R Munro

Relevant professional  
qualification(s) or body  
(if any):

Member of the Association of Accounting Technicians

Address:

Lifestyle Accounting Ltd



58 – 60 Wetmore Road, Burton-on-Trent
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Staffordshire, DE14 1SN
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<b>Section B</b>
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<b>Disclosure</b>
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Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

Notes regarding breakdown of Grants Received:

8.4.2020 £500 from Derbyshire County Council Covid 19 Fund

6.5.2020 £10000 via South Derbyshire District Council under 'Closed for Business Grant'

4.10.2020 £400 Grant from Councillor Stuart Swann (DCC) from the Members Community Leadership Fund (this assisted in the purchase of a new electric cooker and PAT Testing.

16.12.2020 Grant of £250 from Age UK Ltd, to purchase new heat pads for our thermal boxes used to transport the hot meals on our Meals on Wheels service.

23.12.2020 £2668 further support under the 'Closed for Business Grant' via South Derbyshire District Council.

Since March 2020 we have been receiving Job Retention Scheme monies (JRS) for the staff placed on the 'Furlough Scheme'.