



Trustees' Annual Report for the period

From

Period start date

1st January 2021

Period end date

31st Dec 2021

To

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	Since 4 th February 2019	
2	Mrs Wendy Carter	Treasurer		
3	Mrs Lesley Ashford	Trustee	Since 1 February 2022	
4				
5				
6				
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			

		Dates acted if not for whole year

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

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 surrounding areas, 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.
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.

Encouraging older people to attend groups and activities run by the Charity, to ensure that are included in the community. Working to end isolation in the older age group.

Providing a subsidised Meals on Wheels service to elderly and vulnerable people in Swadlincote and surrounding villages.

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.

Our volunteers are very important to the Charity in it's operation of the Meals on Wheels service by assisting in the kitchen and delivery of the meals to our clients.

They also assist with fundraising and running activites.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Due to the Omicron variant, we, unfortunately, had to close the Cafe again for the month of January 2021 but by taking extra precautions (PPE and vaccinations) and creating a "work bubble", the Meals on Wheels service continued to operate throughout January.

2021 was still very challenging, footfall less in the Cafe and number on the Meals on Wheels service dropped for various reasons.

Our 6 members of staff remained on reduced hours and were paid furlough until September 2021, and still remain on reduced hours. The Trustees have worked alongside the staff to keep all services running, marketing and advertising projects and searching for funding etc.,

As of December 2021, we had 7 members of staff, 7 volunteers including 3 Trustees to support the objectives of the Community Hub and Cafe and plan events for the future.

A successful Christmas Fair was held in December 2021 and fundraising plans are already in place for 2022.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity does not wish to create a surplus of reserves; as it strives to maintain low costs and use all possible reserves to fulfil the objectives as set out in the governing document. With this in mind, the Charity is aware that emergency 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 and any fundraising which the Trustees and volunteers can organise.

The Community Hub now has a monthly Social morning where there is merchandise for sale.

Section F

Other optional information

Grants received during 2021 :

January - £2,500 from Central Midlands Co-operative Society.

February - £1,872 from Foundation Derbyshire

August - £1,000 Arnold Clark Prize Draw

Government Covid 19 grants via South Derbyshire District Council - £8335.21 (Closed for Business) and £8,000 Restart grantmaking.

January – September : we still received Job Retention Scheme monies (JRS) for staff still on Furlough scheme.

December – Christmas Fair £700.

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	CHAIRPERSON
Date	13/6/2022	



Bus Park Community Hub and Café

Receipts and payments accounts

CC16a

For the period
from

1st January 2021

To

31st December 2021

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/Fundraising/Grants	35,173	-	-	35,173	-
Café Takings	6,442	-	-	6,442	-
Events	150	-	-	150	-
Meals on Wheels	63,773	-	-	63,773	-
Misc	5,121	-	-	5,121	-
		-	-		-
		-	-		-
		-	-		-
		-	-		-
		-	-		-
		-	-		-
		-	-		-
		-	-		-
Sub total (Gross income for AR)	110,659	-	-	110,659	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	110,659	-	-	110,659	-
A3 Payments					
Wages/HMRC	58,241	-	-	58,241	-
Travel Expenses	3,465	-	-	3,465	-
Meals on Wheels exps	2,577	-	-	2,577	-
Professional Fees	2,182	-	-	2,182	-
Kitchen Purchases	21,496	-	-	21,496	-
Kitchen Equipment Purchases	2,404	-	-	2,404	-
Trips/Knit & Natter		-	-		-
Cleaning	1,019	-	#	1,019	-
Elec/Gas/Ins/Water	4,578	-	#	4,578	-
Post/Stationery/Office Equipment	557	-	#	557	-
Telephone	748	-	#	748	-
Misc	20,141	-	#	20,141	-
		-	-		-
Sub total	117,408	-	-	117,408	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	117,408	-	-	117,408	-
Net of receipts/(payments)	- 6,749	-	-	- 6,749	-
A5 Transfers between funds		-	-	-	-
A6 Cash funds last year end	17,522	-	-	17,522	-
Cash funds this year end	10,773	-	-	10,773	-

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	Cash Funds b/f	17,522	-	-
	Cash Funds this Year	- 6,749	-	-
		-	-	-
	Total cash funds	10,773	-	-
(agree balances with receipts and payments account(s))				
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds 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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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

X

Signature

Julie King

Wendy A. Carter

Print Name

X JULIE KING

WENDY A. CARTER

Date of approval

22.6.22

22.6.22

X



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

31st December 2021

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:

15th JUNE 22

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

Staffordshire, DE14 1SN

Section B

Disclosure

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/Income/Monies Transferred In:

28.1.21 £6239.21 from SDDC (South Derbyshire District Council).

28.1.21 £2500 from Midlands Co-operative Society.

12.2.21 £1872 from Foundation Derby.

18.3.21 £2096 from government COVID 19 grant.

13.4.21 £8000 from SDDC (South Derbyshire District Council)

20.8.21 £1000 from Arnold Clark prize draw.

July 21 £4250 Transferred from savings account. Account Number: 22158019

Since March 2020 we have been receiving Job Retention Scheme monies (JRS) for the staff placed on the 'Furlough Scheme' and this continued until end of September 21 being £7835.45 for this period.