



# Trustees' Annual Report for the period

	Period start date	Period end date
From	1 <sup>st</sup> January 2022	To 31 <sup>st</sup> Dec 2022

## 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 Lesley Ashford	Trustee	Since 1 <sup>st</sup> February 2022	
4				
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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 they are included in the community to end isolation in the older age group (advertising on the Café notice board and in local magazine (Swad Safestyle) published monthly and delivered to local areas.)

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

Our volunteers are extremely important to the Charity in its operation of the Meals on Wheels service by assisting in the kitchen and delivery of the meals, helping with fundraising and running activities such as 'Knit & Natter' group. We are looking at introducing other activities within the Community Hub when more people are trained.

**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**

2022 was a 'building year' to regain clients and advertise for new clients on our Meals on Wheels service together with increasing the footfall in the Community Hub and Café – this was very challenging due to the economic climate (increase costs in services and food and people having less money to spend).

During this time, the Trustees searched constantly for funding, the staff endeavoured to cut expenses wherever possible in order to keep the Meals on Wheels service operational and the Café open (in some cases taking reduced hours)

In December 2022, we had 8 members of staff, 7 volunteers including 3 Trustees, all working as a team to meet the objectives of the Charity.

A Christmas raffle was held in December 2022 with further plans for 2023.

## 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 source of funding is from Community Hub and Café income, grants and funding as detailed below and any fundraising which the Trustees and volunteers can organise.

The Community Hub now has a 'Fundraising Table' permanently in the Café to raise extra funds (raffles, small tombola's, craft items for sale, books and handmade cards etc.,)

## Section F

## Other optional information

Grants received during 2022:

July - £1000 – Arnold Clark Prize Draw

July - £1690 – Foundation Derbyshire – Replacement Equipment

August - £700 – Redrow Builders

October - £500 – Bellway Builders

December - £300 – Christmas Raffle

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

X Julie King

X Wendy A. Carter

Full name(s)

X JULIE KING

X WENDY ANN CARTER

Position (eg Secretary, Chair, etc)

X CHAIRPERSON

X TREASURER

Date

X 24.5.23





Charity Name Bus Park Community Hub and Café		1121905
<b>Receipts and payments accounts</b>		
For the period from	Period start date 1st January 2022	To Period end date 31st December 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 £
<b>A1 Receipts</b>					
Meals on Wheels	70,302	-	-	35,173	-
Café Takings	26,493	-	-	6,442	-
Craft Group	478	-	-	150	-
Refunds/Deposits/Trf from Savings	2,305	-	-	63,773	-
Donations/Fundraising/Grants	6,427	-	-	5,121	-
Misc	4,982	-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	110,987	-	-	110,659	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	110,987	-	-	110,659	-
<b>A3 Payments</b>					
Wages/HMRC	61,669	-	-	61,669	-
Meals on Wheels	28,369	-	-	28,369	-
Travel Expenses	3,644	-	-	3,644	-
Insurance	1,069	-	-	1,069	-
Kitchen Equip/Cleaning	5,722	-	-	5,722	-
Elec/Gas/Tele	4,086	-	-	4,086	-
Kitchen Purchases	4,022	-	-	4,022	-
Professional Fees	7,337	-	-	7,337	-
Misc	4,128	-	-	4,128	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total</b>	120,047	-	-	120,047	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	120,047	-	-	120,047	-
<b>Net of receipts/(payments)</b>	- 9,060	-	-	- 9,060	-
<b>A5 Transfers between funds</b>		-	-	-	-
<b>A6 Cash funds last year end</b>	10,773	-	-	10,773	-
<b>Cash funds this year end</b>	1,713	-	-	1,713	-



## 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	10,773	-	-
	Cash Funds this Year	9,060	-	-
		-	-	-
	<b>Total cash funds</b>	1,713	-	-
	(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
<i>Julie King</i>	JULIE KING	24.5.23
<i>Wendy A. Carter</i>	WENDY A CARTER	24.5.23





# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name

Bus Park Community Hub and Cafe

**On accounts for the year  
ended**

31<sup>st</sup> December 2022

**Charity no  
(if any)**

1181905

**Set out on pages**

1 TO 3

(remember to include the page numbers of additional sheets)

**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:**

17<sup>th</sup> May 2023

**Name:**

David R Munro

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

Member of the Association of Accounting Technicians

**Address:**

Lifestyle Accounting Ltd



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:

July 2022 £1000 Arnold Clark

July 2022 £1690 Foundation Derbyshire – Equipment

August 2022 £700 – Redrow Builders

October 2022 £500 – Bellway Builders

October 2022 £2000 – Transferred from Savings Account. Account Number 22158019

