



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1st	Month January	Year 2023		Day 31st	Month December	Year 2023

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	Julie King	Chairperson	To October 2023	
2	Elizabeth Murray	Chairperson	Since 22 August 2023	
3	Janice Hansford	Vice-Chair	Since 15 May 2023	
4	Wendy Carter	Treasurer		
5	Stephen Haigh	Secretary	Since 22 August 2023	
6	Dawn Lloyd		Since 13 May 2023	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

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

See Schedule 1, Part 1, Section 1

Constitution

How the charity is constituted

See Schedule 1, Part 1, Section 2

Unincorporated – Do Not have Membership

Trustee selection methods

See Schedule 1, Part 1, Section 3

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.

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.

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)

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 Cafe 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, café and delivery of the meals, helping with fundraising and activities such as 'Knit & Natter' group.

During the latter part of 2023 new Trustees joined the Community Hub and Café each with additional skills and qualities, enhancing the general running, growth and support of the Community Hub and Café, including the Meals on Wheels service.

We are looking to introduce further activities within the Community Hub when more people are trained.

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.

Summary of the main achievements of the charity during the year

For most part of 2023, following 2022 time too was spent 'building' to regain clients and advertise for new clients on our Meals on Wheels service together with increasing the footfall in the Community Hub and Cafe — the biggest challenges faced were due to the economic climate, (increase costs in services and food and people having less money to spend).

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

In December 2023, we had 7 members of staff, 7 volunteers and 5 Trustees. The number of Trustees increased during the year of 2023, all working as a team to meet the objectives of the Charity.

A successful Christmas Raffle was held in December 2023 with future fundraising and community activity plans in place for 2024.

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 Cafe income, grants and funding as detailed below and any fundraising which the Trustees and volunteers can organise.

The Community Hub 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 2023:

January 23 £1800 – These monies were provided by 3 Derbyshire County Councillors,. They amalgamated some of their Members Allowances to assist with the cost of repairs to a water leak and insulating the café loft.

February 23 £2000 – This was a grant from the Albert Hunt Trust (Charity No. 1180640) to assist with the cost of continuation of the Meals on Wheels service.

March 23 £1000 – A grant from Persimmon Homes in order to keep the Meals on Wheels Service operational.

September 23 £380 – This was received via a specific application to the Swadlincote Fire Station Charity Account to assist with the purchase of replacement Kitchen Equipment.

October 23 £1500 – A grant from Foundation Derbyshire to fund a part-time Meals on Wheels Driver due to increase in demand.

December 23 £508.40 – Christmas Fayre

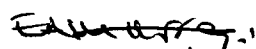
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



J. E. Hantford

Full name(s)	ELIZABETH ALEXANDRA MARY MURRAY	JANICE ELIZABETH HANSFORD
Position (eg Secretary, Chair, etc)	CHAIR.	VICE-CHAIR
Date	26 th April 2024	



Charity Name Bus Park Community Hub and Café		1181905		CC16a
Receipts and payments accounts				
For the period from	Period start date 1st January 2023	To	Period end date 31st December 2023	

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					
Meals on Wheels	74,605	-	-	74,605	-
Café Takings	34,161	-	-	34,161	-
Craft Group	28	-	-	28	-
Refunds/Deposits/Trf from Savings	5,100	-	-	-	-
Donations/Fundraising/Grants	8,560	-	-	13,660	-
Misc	721	-	-	721	-
		-	-		-
		-	-		-
		-	-		-
		-	-		-
		-	-		-
		-	-		-
Sub total (Gross income for AR)	123,175	-	-	123,175	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	123,175	-	-	123,175	-
A3 Payments					
Wages/HMRC	61,297	-	-	61,297	-
Meals on Wheels	4,494	-	-	4,494	-
Travel Expenses	3,183	-	-	3,183	-
Insurance	1,173	-	-	1,173	-
Kitchen Equip/Cleaning	4,046	-	-	4,046	-
Elec/Gas/Tele	4,698	-	-	4,698	-
Kitchen Purchases	31,739	-	-	31,739	-
Professional Fees	6,077	-	-	6,077	-
Transfers to savings account	2,000	-	-	2,000	-
Misc	1,966	-	-	1,966	-
		-	-	-	-
		-	-	-	-
Sub total	120,673	-	-	120,673	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	120,673	-	-	120,673	-
Net of receipts/(payments)	2,502	-	-	2,502	-
A5 Transfers between funds					
A6 Cash funds last year end	1,714	-	-	1,714	-
Cash funds this year end	4,216	-	-	4,216	-

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	1,714	-	-
	Cash Funds this Year	2,502	-	-
		-	-	-
	Total cash funds	4,216	-	-
	(agree balances with receipts and payments account(s))			


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ELIZABETH A. H. MANSFORD	26.4.24
J. E. Mansford	JANICE E. HANSFORD	26/04/24



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**

31st December 2023

**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

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.

Signed:

Date:

15 April 2024

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:

January 23 £1800 – These monies were provided by 3 Derbyshire County Councillors,. They amalgamated some of their Members Allowances to assist with the cost of repairs to a water leak and insulating the café loft.

February 23 £2000 – This was a grant from the Albert Hunt Trust (Charity No. 1180640) to assist with the cost of continuation of the Meals on Wheels service.

March 23 £1000 – A grant from Persimmon Homes in order to keep the Meals on Wheels Service operational.

18th July 23 £1600 Transferred from Savings Account. Account Number 22158019

27th July 23 £1500 Transferred from Savings Account. Account Number 22158019

24th September 23 £2000 Transferred from Savings Account. Account Number 22158019

September 23 £380 – This was received via a specific application to the Swadlincote Fire Station Charity Account to assist with the purchase of replacement Kitchen Equipment.

October 23 £1500 – A grant from Foundation Derbyshire to fund a part-time Meals on Wheels Driver due to increase in demand.

