



# Trustees' Annual Report for the period

Period start date

Period end date

From

1<sup>st</sup> January 2023

To

31<sup>st</sup> Dec 2024

## 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	Elizabeth Murray	Chairperson	Resigned 18 <sup>th</sup> December 2024	
2	Janice Hansford	Vice Chair	Since 15 <sup>th</sup> May 2023	
3	Wendy Carter	Treasurer	Since 15 <sup>th</sup> May 2023	
4	Stephen Haigh	Secretary	Resigned 15 <sup>th</sup> December 2024	
5	Dawn Lloyd	Trustee	Since 13 <sup>th</sup> May 2023	
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			

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

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

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>
<b>Accountant</b>	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	Constitution
How the charity is constituted	Unincorporated – Do Not have Membership
Trustee selection methods	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.

**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 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. We are looking at introducing other activities within the Community Hub when more people are trained.

In the later part of 2024, the Community Hub and Café lost two Trustees but continued to provide all services to members of the public and the Meals on Wheels customers.

**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.

For most part of 2024 following on from 2023 with regard to the Café, the biggest challenge was facing increasing food costs, energy costs etc.

Searching for Funding became a difficult occupation this year with Companies limited to Charity Donations due to the Economic Climate. The Trustees had to make difficult decisions on where expenses could be cut.

In December 2024 we had 7 Members of Staff, 4 Volunteers and 3 Trustees. Unfortunately the number of Trustees decreased, all services continued to meet the Charity's Objectives.

## Section D

## Achievements and performance

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

## 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 2024:

March 24 – Easter Raffle

May 24 – Tea & Cake Stall at Swadlincote Fire Station, Plant Sale £248.80

October 24 – Grant from Swadlincote Fire Station Charity Account for New Refrigeration £951



December 24 - £236 – 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)		
Full name(s)	Dawn Lloyd	JANICE HAXSFORD
Position (eg Secretary, Chair, etc)	Trustee	Chair of Trustees
Date	1st August 2025	





Charity Name	1181905
Bus Park Community Hub and Café	

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	1st January 2024		31st December 2024

### 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	91,817	-	-	91,817	-
Café Takings	34,466	-	-	34,466	-
Craft Group	664	-	-	664	-
Refunds/Deposits/Trf from Savings	7,477	-	-	7,477	-
Donations/Fundraising/Grants	6,979	-	-	6,979	-
Misc	1,524	-	-	1,524	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	142,927	-	-	142,927	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	142,927	-	-	142,927	-
<b>A3 Payments</b>					
Wages/HMRC	83,020	-	-	83,020	-
Meals on Wheels	5,119	-	-	5,119	-
Travel Expenses	3,220	-	-	3,220	-
Insurance	1,262	-	-	1,262	-
Kitchen Equip/Cleaning	6,905	-	-	6,905	-
Elec/Gas/Tele	9,387	-	-	9,387	-
Kitchen Purchases	29,889	-	-	29,889	-
Professional Fees	6,751	-	-	6,751	-
Transfers to savings account	2,000	-	-	2,000	-
Charges	559	-	-	559	-
Misc	5,795	-	-	5,795	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	153,907	-	-	153,907	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	153,907	-	-	153,907	-
<b>Net of receipts/(payments)</b>	- 10,980	-	-	- 10,980	-
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	4,216	-	-	4,216	-
<b>Cash funds this year end</b>	6,764	-	-	6,764	-

## Section B Statement of assets and liabilities at the end of the period

Category	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash Funds b/f	4,216	-	-
	Cash Funds this Year	- 10,980	-	-
		-	-	-
	<b>Total cash funds</b>	<b>- 6,764</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

	Details	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	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
X		X
X		X





# 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 2024

**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:**

23<sup>rd</sup> July 2025

**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
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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/Income/Monies Transferred In:

July 24 £1000 Transferred from Savings Account. Account Number 22158019

Aug 24 £5000 Transferred from Savings Account. Account Number 22158019

Oct 24 £1000 Transferred from Savings Account. Account Number 22158019

October 24 – Grant from Swadlincote Fire Station Charity Account for New Refrigeration £951

To Dec 24 – Donations of £4230.70

To Dec 24 – Various Fundraising Events £1796.85