



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2021  
Period end date

Period start date To 31<sup>st</sup> March 2022

**Charity name:** Community Media Charity

**Charity registration number:** 1188379

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The object of the CIO is the advancement of education for the public benefit in:</p> <ul style="list-style-type: none"><li>• the social and industrial history and heritage of the West Midlands;</li><li>• issues affecting young people (including but not limited to eating disorders/alcohol and drug consumption/bullying/antisocial behaviour/social media); and</li><li>• intergenerational perceptions of young people,</li></ul> <p>through the facilitation and public exhibition of community led media engagement projects.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We were registered as a charity (6 March 2020) at the start of the Covid-19 pandemic which meant that our intended activities of the facilitation and public exhibition of community led media engagement projects have been unable to take place.</p> <p>This situation has continued into the next financial year with the uncertainty that Covid presented to people gathering together.</p> <p>Had we been established with reserves we may have been able to divert funds into acquiring PPE or digital equipment to move our activities online but we were not in this position.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>We were registered as a charity at the start of the Covid-19 pandemic which meant that our intended activities as outlined in our purposes were unable to take place due to government mandatory restrictions: face to face media workshops for public benefit in</p>

		<p>our area for a large part of the period. In January 2022, when restrictions were lifted, we still did not feel it was right to gather people together whilst the vaccination programme was running.</p> <p>The government restrictions also put our intentions to apply for grant funding on hold without the intended activities being able to take place during part of the period. Furthermore, a great deal of previously open grant avenues had closed for arts projects, with a focus on health led charities.</p> <p>The trustees confirm that they have referred to the guidance contained in the Charity Commission's guidance on public benefit and will continue to do so with our future plans once we are able to operate actively.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The CIO has established its grant making policy to achieve its objects for the public benefit by making applications to local as well as national grant giving bodies and individuals.
Policy on social investment including program related investment	Para 1.38	We do not intend to apply for social investment as the risk factor is too high for our CIO at this stage.
Contribution made by volunteers	Para 1.38	Other than the trustees time at meetings, administration and future project planning, there has been no other volunteer contribution.
Other		

### Achievements and Performance

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We were registered as a charity at the start of the Covid-19 pandemic which has meant that our intended activities have been unable to take place.</p> <p>However, we have been fortunate to have been offered free workshop space at our registered address and we are currently applying for remission of the National Non-Domestic Rate from Wyre Forest District Council to enable us to plan ahead.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We have not been in a position to apply for any grants as we have been unable to carry out any of our intended projects due to the Covid-19 pandemic and the country's recovery.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The trustees have examined the charity's requirements for reserves to cover emergency situations should and if they occur. It has established a policy whereby the balance of unrestricted funds should cover £15,000 in future. This is our aim.
Amount of reserves held	Para 1.22	<b>£0</b>
Reasons for holding zero reserves	Para 1.22	We have not been able to make grant applications for reasons previously outlined.
Details of fund materially in deficit	Para 1.24	<b>£0</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	With the continuation of the pandemic and new variants creating some uncertainty, we saw this as an opportunity to plan future projects and research grant making avenues, once these opportunities opened up to us again.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
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Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	A Charitable Incorporated Organisation whose only voting members are its charity trustees (‘Foundation’ model constitution)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<ol style="list-style-type: none"> <li>1. Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</li> <li>2. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</li> </ol>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity’s organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Community Media Charity
Other name the charity uses	CMC
Registered charity number	1188379
Charity’s principal address	c/o Bond Worth Ltd Puxton Lane, Kidderminster DY11 5DF

**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	Coralie Hudson			
2	Gillian Leno	Chair		
3	Una Beck Johnson	Secretary		
4	Mike Duckett	Treasurer		
5				
6				
7				
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9				
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12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

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

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gillian Leno	Coralie Hudson
Position (eg Secretary, Chair, etc)	Chair	
Date	15/01/23	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Community Media Charity

No (if any)  
1188379

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2021

To

Period end date  
31/03/2022



### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
received from two trustees	-	-	-	-	43
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	-	-	-	-	43
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	43
<b>A3 Payments</b>					
Website and Domain fees	-	-	-	-	43
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	43
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	43
<b>Net of receipts/(payments)</b>	-	-	-	-	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	-	-	-	-	-

## 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		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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

Signature	Print Name	Date of approval
	Gillian Leno	15/01/2023
	Coralie Hudson	15/01/2023