

WEST END (BURNLEY) CIO

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2023

The trustees present their report for the period 1 January 2023 to 31 December 2023. The trustees are pleased to confirm that they have endeavoured to ensure that this report & the attached accounts meet the required standards of the Charity Commission.

ADMINISTRATIVE INFORMATION

Charity Name	West End (Burnley) CIO
Registration Number	1194444
Principal Office	West End Community Centre Venice Street Burnley BB11 4BA

BOARD OF TRUSTEES DURING PERIOD OF REPORT

Annette Bailey	Marie Durkin
Julie Fairclough	Sharon Harrison
Bea Foster	
Chris Keene	
Sandra Moolgoaker	
Paul Reynolds	
Lynsey Turmore	
Anita Robins	
Rebecca Robins	

AUDITORS

Ipsium Accountants Limited
16 High Holborn
LONDON
WC1V 6BX

BANKERS

Yorkshire Bank/Virgin Money
25 Manchester Road
Burnley
BB11 1HX

LEASEHOLD AGREEMENT WITH LANCASHIRE COUNTY COUNCIL

We secured a 125-year lease for our community centre in October 2020.

STRUCTURE, GOVERNANCE & MANAGEMENT

West End (Burnley) CIO is a charitable incorporated organisation & was registered with the Charity Commission on 12 May 2021, having converted from a community interest company. The consultant who worked with trustees to manage the process of converting to a charitable structure continued to work with us to address core issues around governance, which focussed primarily on the following four areas:

- a) The development of a vision/mission statement that includes a summary of actions & approaches.
- b) The adoption of a detailed business plan.
- c) The introduction of nominated trustees.
- d) The adoption of a statement of aims/values & a code of conduct for trustees & the wider membership.

Trustees placed a high priority on drawing up a vision/mission statement & this incorporated the three words that arose out of 'Round Our Way', which was a youth-led approach to agreeing community priorities. This led to three words being chosen that were incorporated into our vision for 2023/24, with this statement being used to inform the development of our mission statement & the core objectives for our 3-year business plan. This work was supported by an external consultant who took us through a comprehensive process that led to key objectives & actions being agreed, with our trustees carrying out quarterly reviews of the plan to measure progress using a RAG rating process.

Trustees also reviewed their own roles in relation to the ongoing development of our charity's work, which involved us in researching into best practice elsewhere. It was decided that we should mirror the approach adopted by some school governing bodies which involves nominated individuals taking the lead on key areas of activity. Trustees were appointed to cover various areas of activity, including early years, diversity, centre management/improvement, adult/welfare services & child/youth development, with a standard form being drawn up for trustees to submit reports on issues they'd addressed.

The other key area of organisational development covered during this period was the work done to define our aims & values as a charity. It was agreed that this should focus on 'British Values' as an easily recognisable description of our approach to delivering our core services. This was then incorporated into our membership application form & we were able to use this to encourage members (including trustees) to reflect upon their roles & responsibilities towards each other, service users & the wider community we serve. Trustees also reviewed the equality & diversity policy in the light of this statement & a series of sessions resulted in a comprehensive document being produced that evolved during several workshops that looked at best practice elsewhere.

ACTIVITIES DELIVERED DURING THE REPORTING PERIOD – HOW WE DELIVERED PUBLIC BENEFIT IN PURSUANCE OF OUR CHARITABLE AIMS

Happy Faces Childcare: This is our Ofsted registered nursery & we have continued to deliver 15 hours each week during term-time to children aged 2-4 years, based on using the government's voucher scheme to draw down a regular income. This enables our excellent staff team to deliver a high-quality early years curriculum that prepares our children for the transition to reception classes. We also worked during the period to identify potential funding sources to enhance the core offer & this has particularly focussed on strengthening our ability to support children with additional needs & their families.

Women's Group: This weekly group continued to thrive during the reporting period & the group took part in a wide variety of social, educational & cross-cultural activities. This included craft-based projects, discussion groups, lifelong learning courses & other activities designed to meet the needs of members. The group also contributed to wider centre activities, including the organisation of a successful Christmas Fair, which raised funding for the group & the centre itself.

After-School Club: This group also ran on a weekly basis & it's run by the same trustees & volunteers who contribute towards the Women's Group & its work. It is a family club & parents/carers are encouraged to take part in their child's activities, which will hopefully be taken back into a home setting. Another significant part of the club's work revolves around the provision of a nourishing cooked tea, along with opportunities for baking & other culinary activities.

Walking Group: This weekly group was set up in partnership with Groundwork & it met each Friday morning, based on members being led by a trained member of staff who planned routes with members. This is to ensure that each walk has an appropriate level of challenge & that it provides opportunities for group members to use these routes to undertake regular walks themselves.

West End Local History Group: This group meets every month & has built upon work carried out with a Heritage Lottery Fund grant that looked at the impact WW1 had on the pupils of a local primary school. Group members also used their own experiences of growing up to share information & they brought in personal items that illustrated their own lives. The group were also keen to explore people's experiences of working in local mills & other workplaces & also researched into the history of local families who lived in the old workhouses.

Activities For Children/Young People: We worked in partnership with Burnley Leisure to deliver the Fit & Fed 'holiday hunger' programme, which used government funding to operate activities during core school holidays. This involved qualified sports coaches delivering a variety of physical activities, with our experienced team of volunteers supporting the programme through the provision of healthy food. They also provided

complementary activities including arts/crafts, table games & generally providing emotional support & nurture for children attending the sessions.

Football Coaching: A local junior football team used our sports hall on a weekly basis during autumn/winter to carry out their training activities. This proved to be a useful source of income for the centre & it also enabled us to develop links with parents & carers who brought their children to the sessions. We were able to use this to encourage the families to take part in other centre activities, which included bookings for children's birthday parties.

Textile Group: This group continued to meet on a weekly basis & used sewing, crocheting, needlework & similar crafts to develop new skills & make new friendships. The social aspects of the group are a crucial part of its role, as it enabled members to provide practical & emotional support for each other, in addition to which they shared activities with the caring & Connecting Group, which provides peer support for people experiencing anxiety & depression.

Wednesday Social Club: This group meets on a weekly basis & undertook a variety of activities during the reporting period, including arts/crafts, lifelong learning, bingo, peer support, fundraising activities & trips. They also organised a highly successful Christmas social event & this attracted a wide range of residents from local supported housing schemes (including one for adults with learning disabilities).

Tabletop Sales: These successful fundraising events were organised & run by a combination of trustees, group members & supporters of our centre, with each activity raising between £300-£600 towards core running costs. These activities also enabled us to engage with local people on a variety of issues, including attitudes to primary health services & views on how to improve our community through co-operative action.

FINANCIAL RISK ASSESSMENT

Our regular board meetings reviewed income & expenditure during the reporting period that compared estimated figures for both headings against the sums achieved. This enabled trustees to take in-year decisions to adjust our budgets, which were split into two different headings, each of which has its own bank account:

1. West End Community Centre (which covers all income & expenditure directly related to the premises).
2. West End (Burnley) CIO (which covers all financial transactions relating to project activity & the direct delivery of services).

This system involves internal transfers from operational activities to contribute towards centre running costs, with these figures being included in all bids for funding. We took advice on this from our consultant & it was agreed that this approach provided us with clarity in respect of monitoring the effectiveness of our financial management strategies.

We also carried out a detailed review of recording & reporting arrangements during 2023, because trustees were keen to ensure that they receive accurate & detailed information on our financial position. It was agreed that we needed to identify a suitable online financial management package that would enable us to carry out our own payroll functions, which would lead to savings on the current arrangements & enhance our effectiveness. It would also allow for more detailed & varied management reports to be available for trustees, particularly for the wide variety of projects we have operating at any one time. This led to a decision at the end of the reporting period to obtain the Xero package & begin dealing with payroll issues from April 2024, with its use for financial reporting being gradually introduced during 2024.

GRANT MAKING POLICY

We didn't distribute any funding through making grants during the reporting period because we didn't generate any surplus funds that would enable us to adopt this approach. We did continue to provide access to food support & associated items like cleaning & personal hygiene products for local families in need, which built upon our partnership working with Burnley Together/Downtown. We also raised income donated by other local charities, faith groups, individuals & trades union supporters to purchase Christmas presents/vouchers, food vouchers & energy credits for families with children & for vulnerable adult households.

PARTNERSHIP WORKING

We worked with a wide variety of partners during the period covered by this report & some references have been made elsewhere about some of the activities we've undertaken with them. Trustees believe that our community benefits from the strong links we've developed with colleagues in the public & third sectors, which is why we've been very active members of SW Burnley Together. This is our VCFS-led neighbourhood partnership & we work closely with each other to develop shared approaches to meeting the needs of local people.

We continued to work with local young people on the development of the 'Round Our Way' project, which enabled the target group to develop their vision of the kind of community they'd like to live in. This resulted in three words being chosen through a community ballot & they were:

- Supportive
- Diverse
- Non-Judgemental

We worked with partners to develop a series of 10 actions to achieve this vision & during the period covered by the report we were able to secure £13,000 to fund the young people's priorities. These were for the installation of accessible playground equipment on our local park, the proposed delivery of a diversity festival & the

production of badges & t-shirts displaying slogans they developed. These actions will be delivered during early 2024 & the outcomes of this work will be included in our report for 2024.

DEVELOPMENT PROJECT

Trustees were pleased to continue to receive further financial support in 2023 from the Tudor Trust in respect of a centre development project, which involves a grant for a 3-year period that enables us to employ a part-time development worker. The postholder has worked with trustees, key volunteers & partner organisations to help develop new activities in the centre, which includes the delivery of capacity building training & the delivery of engagement activities & fundraising events. The role is split equally between supporting existing groups & looking to promote new activities, which involves circulating publicity materials through social media & newsletters.

RESERVES POLICY

Trustees are mindful of their responsibility to ensure that the charity is able in due course to establish sufficient reserves to cover ongoing expenditure for at least 3 months, which also includes the capacity to respond to unforeseen challenges. This applies to revenue spending & trustees accepted that they need to address this issue in 2023. Budgetary pressures prevented us from allocating much time to this issue, because trustees felt that their absolute priority had to be the day-to-day generation of income to sustain the operation of the centre.

Trustees are also aware of the need to set aside funds for planned maintenance in the centre, because the asset transfer highlighted the fact that Lancashire County Council hadn't invested in this type of work for over 8 years. We carried out a detailed property survey during this period to determine the extent of the work we needed to carry out, which will remain a high priority for trustees in future years. Work will be prioritised by trustees by focussing on energy efficiency, security & protecting the fabric of the building in the first instance.

PRINCIPAL FUNDING SOURCES

Trustees have continued to affirm their commitment to developing a diverse income strategy that generates funds from multiple sources. We currently have a high dependence on grants from the public & third sectors & these sources of funding are becoming even more competitive than in previous years. This presents additional challenges to our charity & trustees are looking at ways in which we could secure support for a part-time funding officer post to build capacity in our organisation in respect of this crucial skill. Trustees have also worked during this period to maximise earned income through lettings, fund raising events, a monthly 200 club & increasing income from membership fees & sessional contributions. We also reviewed our charging structure towards the end of the reporting period & introduced a 25% discount for

bookings made by hirers living within our area of benefit. This has been received in a very positive manner & we have begun to see a steady increase in bookings, especially for children's parties, which will continue to be a priority.

Grants for projects will continue to be a major source of income for us in future years, but we will ensure that appropriate sums are always included in funding bids for premises & associated administrative/management costs. This is an issue that trustees will keep under active review & we will seek to ensure the costs we receive match our actual running costs.

INVESTMENT POLICY

Trustees don't believe that the development of an investment policy is a high priority at this stage, because we don't have any surplus funds available that would enable us to consider making medium to long-term investments. This issue will be kept under annual review in the light of our developing financial position.

PAYMENT OF TRUSTEES

No trustees were paid for carrying out this role during the accounting period, other than any approved expenses to which they were entitled. One trustee (Julie Fairclough) was paid for her work as nursery manager but received no remuneration in respect of her role as a trustee. This approach had been approved by the Charity Commission as part of the process of converting from a CIC to a CIO.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Trustees are fully aware of their responsibilities for preparing & submitting an annual report & financial statements in accordance with applicable laws & accounting standards & practice.

This means that trustees will ensure that annual statements are drawn up which give a fair & accurate view of the financial position of the charity, which includes a summary of the income received during the relevant period & the uses to which it was put in respect of contributing towards our charitable aims.

In preparing these statements trustees will:

- a) Select suitable accounting policies & apply them consistently in line with current guidance & best practice.
- b) Draw up detailed annual estimates of expenditure & make judgements & spending decisions that are prudent & reasonable.
- c) Prepare the accounts on the 'going concern' basis unless it is inappropriate to assume that the charity will continue in business.
- d) Ensure that proper accounting records are kept throughout the financial year that disclose with reasonable accuracy the financial position of the charity at any given time.

- e) Take all reasonable steps to ensure the safeguarding of the assets of the charity, which includes taking appropriate action for the prevention & detection of fraud & other irregularities.

The trustees for the purposes of charity law who served during the period of this report are set out on page 1 of this report.

Approved by the trustees & signed on their behalf by:

Sandra Moolgoaker (Chair) 
Date: 24 / 10 / 2024

Saved as 'charity annual report 2023'

WEST END (BURNLEY) CIO
CHARITY NUMBER 1194444 ACCOUNTS YEAR END 31 DECEMBER 2023

	2023		2022
	£	£	£
Turnover received			
West End Ops	119,741		155,014
West End CC	37,314		33,007
		157,055	188,021
Delivery costs and Project support expended			
PURCHASES	6,536		5,580
UTILITIES, INTERNET & TELECOMS	20,510		10,001
SUBS	249		325
NURSERY RESOURCES	3,497		2,631
TRAVEL & SUBSISTENCE	19		270
LEASING	2,691		2,419
PREMISES COSTS	4,200		4,661
LICENSE FEES	565		159
VOLUNTEER EXPENSES	973		1,065
SALARIES	83,589		80,264
PAYE	7,318		2,935
PENSIONS	2,417		1,169
EMPLOYERS COSTS	757		0
STAFF TRAINING	1,076		998
REPAIRS & MAINTENANCE	3,249		3,984
CLEANING	985		1,215
SMALL PROJECT DEVELOPMENT	47,596		52,799
COMPUTER CONSUMABLES & MAINTENCE	1,736		1,736
INSURANCE	1,194		3,113
PRINTING, POSTAGE & STATIONERY	1,338		525
ADVERTISING & MARKETING	15		160
ACCOUNTANCY FEES	175		1,320
PROFESSIONAL FEES	1,092		1,197
SUNDRY EXPENSES AND BANK CHARGES	300		892
Total delivery costs and Project support expended		192,078	179,418
Surplus/Deficit		(35,023)	8,603

Independent Examiner's Report to the Trustees of West End (Burnley) CIO

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2023.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the ACCA, which is one of the listed bodies, in section 124 of the Charities Act 2011. However, as the charity's gross income does not exceed £250,000, it has not been mandatory to assign an independent examiner from a listed body.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Iqbal Chowdhury FCCA

Association of Chartered Certified Accountants

16 High Holborn

London

WC1V 6BX

Date : 08.10.24

Independent Examiner's Report to the Trustees of West End (Burnley) CIO

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16 High Holborn

London

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Date : 08.10.24