

WEST END (BURNLEY) CIO

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2024

The trustees present their report for the period 1 January 2024 to 31 December 2024. 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

Ipsum 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. During the period covered by this report we continued to work with our original organisational development consultant, who carried on working with us, even though we had no funding to cover his time. This led to us deciding to make him an Honorary Life Member of our charity, because we were so impressed with his dedication & professionalism.

He advised us how to fulfil our duties in respect of governance & management by organising a cycle of regular meetings during the year to look at the following issues:

- a) General business meetings at least every quarter that enable trustees to receive regular progress reports on key areas of work, which includes monitoring income & expenditure.
- b) The ongoing development & quarterly review of our detailed business plan, using a RAG rating process to identify progress & actions needed to ensure we consistently meet our targets.
- c) The regular review of our core policies with work being done during the reporting period on safeguarding & equality/diversity.

We continued to use the nominated trustee roles & these covered 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. This approach has had some benefits & we will continue to keep it under active review to enable trustees to engage in & report upon specific areas of activity undertaken by the charity. We also began to discuss ways in which we can involve our nursery parents more in their child's learning through contributing to the ongoing development & improvement of Happy Faces.

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. An Ofsted inspection took place just before the start of the reporting period & we were pleased to receive a judgement of 'GOOD' as a setting, with our staff team & nominated trustee working hard during 2024 to successfully address the areas for improvement contained in the report.

opportunities for a local woman with a learning disability to take part as a valued member of the group.

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).

Publicity/Promotion: We reviewed the way in which we promote the centre & our activities which has led to a new social media strategy being adopted that includes new pages on Facebook & Instagram. We have also secured support from Burnley Borough Council in respect of creating an effective website & work on this issue is ongoing, which includes integrating the site with our social media outlets.

Parent/Toddlers Group: We established a weekly session alongside Happy Faces Childcare & this has helped promote our nursery, which has contributed to an increased take-up of places. It has also enabled us to improve engagement levels in respect of parents/carers, with two of them now acting as representatives.

New Volunteers/Members: We were pleased to recruit two enthusiastic young adults who are working with us on promoting fundraising opportunities for our centre, including a monthly online raffle & approaching local businesses to secure the donation of discounted materials for building improvements. We also identified a need to enhance our ability to work with local people from the refugee/asylum seekers communities, because this has increased in recent years. This will be a high priority in 2024 & beyond, with the ultimate goal of establishing ourselves as a 'Place Of Welcome', which will hopefully lead to this important group of people feeling confident of attending activities, joining as members & becoming trustees in due course.

200 Club: We successfully relaunched our 200 Club at the end of the year as a means of securing regular monthly contributions towards centre running costs, which will ultimately lead to a sum of £3,000 per annum. Plans are also being developed to increase the take-up of numbers to 500 within the next 2-3 years, which would result in an annual income of £7,500 (or 15% of the average annual cost of operating our centre).

Round Our Way: Continued to work with Burnley Youth Theatre & other partners on this exciting youth-led project, which includes support for the target group allocating resources for three projects described below. We worked with Burnley Borough Council, Burnley Youth Theatre, Cherry Fold CPS & Coal Clough Academy to reach agreement on the installation of £13,000 worth of accessible play equipment in our local park. Young people were enabled to allocate the funds from the budget allocated for them to set priorities & they then chose the items of equipment as part of a wider decision-making project.

Women's Group: This weekly group continued to thrive during the reporting period & they 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. The group also took part in a cross-cultural arts project with a women's group from the Chai Centre, who are from Orth East Burnley's South Asian community. This was linked to our wider work on diversity & community cohesion, with the women producing a banner incorporating a statement chosen by local young people (Diversity Is Our Destiny). The groups were also enabled to create t-shirts & badges using other slogans that were generated by the young people, which were made during sessions in school & community settings.

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.

West End Local History Group: This group used to meet 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. These activities have now been incorporated into the Wednesday Social Club (see below) & these issues are covered once a month as part of this group's wider programme.

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. The same team were also responsible for delivering after-school sessions during term-time, including a dodgeball club & a youth sports night.

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 provide

will continue to be our core policy in respect of financial risk assessment, which will be considered alongside our efforts to diversify income sources & reduce our dependence on one or two fixed-term grants. This approach was enhanced by the establishment of two cash flow panels & they covered the operation of Happy Faces & the day-to-day operation of our centre, which are the main areas of expenditure across the organisation.

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.

DEVELOPMENT PROJECT

Trustees were pleased to continue to receive further financial support in 2024 from the Tudor Trust in respect of our 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 helped establish some new activities during the reporting period including a weekly board gamer's group (with a monthly extra session) & a street dance group. Development work was also undertaken during this period to set up a well-being group & a men's shed project, which continued to be a focus of work into 2025. The project also made a big contribution to the successful diversity festival in October 2024, which included working closely with partners from the SW Burnley Community Action Network to develop a comprehensive programme of social/cultural activities that celebrated diversity & promoted community cohesion. We also worked with cultural partners like Culturapedia to arrange family theatre shows at our centre during school holidays, which includes accessing free tickets for the target group for performances at mainstream arts venues in Burnley.

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 still needed to address this issue in 2024 & beyond. 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 also continue to be 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

Diversity Festival: We worked with a wide variety of partners through SW Burnley Community Action Network to plan & deliver a varied programme of activities developed by local young people from two local schools to celebrate diversity & promote cohesion. They allocated a sum of £4,500 from the budget that was allocated for them to make decisions, with a further £14,500 being added from a Shared Prosperity Fund grant we secured as matched funding. The highly successful festival included activities in several buildings across our community & the programme included a family theatre session, world music workshops, a world food event, a music performance night & an extremely busy fun day using our centre & the adjacent park.

Other Regular Activities: We delivered our annual Christmas support programme for vulnerable households & families, which includes food, presents, gift vouchers, energy support & personal/household hygiene products. Our lead trustee & team of volunteers at CABIN Care & Share (charity shop) continued to review its operations, including staffing arrangements, opening days/times, recording systems & publicity.

SW Burnley Community Action Network: We continued to work with partners on the development of a variety of engagement activities that enables us to determine local priorities more effectively. This area of work includes the development of shared approaches to the organisation of activities aimed at delivering upon the vision agreed by our partnership in 2024. This includes the work undertaken by partnership members in support of the diversity festival, which included further opportunities for community engagement with members of the public who attended various activities.

FINANCIAL RISK ASSESSMENT

Our regular board meetings reviewed income & expenditure during the reporting period & 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 installed the Xero package during the reporting period & began dealing with payroll issues from April 2024, with its use for financial reporting being gradually introduced during 2024.

We also carried out regular reviews on the impact of inflation on centre running costs & continued to develop strategies aimed at increasing income & decreasing costs. This

carried out a detailed annual condition 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, with LED lighting being fitted during the period as part of this approach. We also drew up plans for upgrading loft insulation & installing a CCTV system, based on using trained volunteers to carry out the work. Fundraising activities aimed at generating the income needed to purchase the equipment/materials began in the latter part of 2024, based on aiming to complete this important work during early-mid 2025..

PRINCIPAL FUNDING SOURCES

Trustees have continued to affirm their commitment to developing an income strategy that generates funds from multiple sources, rather than relying too much on a limited number of fixed-term grants. 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 continuing to look for a grant to enable us to employ a part-time funding officer 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 during the reporting period & the changes we made in the previous year continue to be welcomed by users, particularly the 25% discount for people living in our immediate area.

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. We also worked hard to secure a Reaching Communities grant to support organisational development goals, including centre/charity management & capacity building in respect of trustees & other volunteers. This bid was ultimately unsuccessful & we continue to seek funding for these areas of activity, because they're a critical part of our succession planning with regards the gradual replacement of older trustees & volunteers.

INVESTMENT POLICY

Trustees reviewed this issue & still 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 & any change in strategy will be highlighted in a subsequent annual

report. It was also agreed that the priority for any future surplus over current expenditure would be to build up our operational reserves to a sufficient level in the first instance.

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:

Annette Bailey (Chair)

Date:

17 / 10 / 24

Saved as 'charity annual report 2024'



WEST END (BURNLEY) CIO					
CHARITY NUMBER 1194444 ACCOUNTS YEAR END 31 DECEMBER 2024					
		2024			2023
Turnover received	£	£	Income	£	£
West End Ops	127,112		West End (Burnley CIO) - Happy faces	144,741	
West End CC	69,024		West End CC	62,314	
		196,135			
					207,055
Delivery costs and Project support expended			Delivery costs and Project support expended		
PURCHASES	3,195		PURCHASES	56,536	
EQUIPMENT	156		EQUIPMENT	0	
UTILITIES, INTERNET & TELECOMS	13,588		UTILITIES, INTERNET & TELECOMS	20,510	
SUBS	751		SUBSCRIPTIONS	249	
NURSERY RESOURCES	1,179		NURSERY RESOURCES	3,497	
TRAVEL & SUBSISTENCE	816		TRAVEL & SUBSISTENCE	19	
LEASING	8,540		LEASING	2,691	
PREMISES COSTS	1,170		PREMISES COSTS	4,200	
LICENSE FEES	170		LICENSE FEES	565	
VOLUNTEER EXPENSES	103		VOLUNTEER EXPENSES	973	
SALARIES	65,583		SALARIES	83,589	
PAYE	4,722		PAYE	7,318	
PENSIONS	2,002		PENSIONS	2,417	
EMPLOYERS COSTS	540		EMPLOYERS COSTS	757	
STAFF TRAINING	81		STAFF TRAINING	1,076	
STAFF ENTERTAINMENT	130		STAFF ENTERTAINMENT	0	
REPAIRS & MAINTENANCE	730		REPAIRS & MAINTENANCE	3,249	
CLEANING	899		CLEANING	985	
PROJECT ACTIVITIES	64,736		PROJECT ACTIVITIES	47,596	
COMPUTER CONSUMABLES & REPAIRS	1,584		COMPUTER CONSUMABLES & REPAIRS	1,736	
INSURANCE	2,885		INSURANCE	1,194	
PRINTING, POSTAGE & STATIONERY	4,629		PRINTING, POSTAGE & STATIONERY	1,338	
ADVERTISING & MARKETING	10		ADVERTISING & MARKETING	15	
ACCOUNTANCY FEES	686		ACCOUNTANCY FEES	175	
PROFESSIONAL FEES	483		PROFESSIONAL FEES	1,092	
SUNDRY EXPENSES	300		SUNDRY EXPENSES	300	
Total delivery costs and Project support expended		179,668	Total delivery costs and Project support expended		242,078
Surplus		16,467	Deficit		-35,023
Total funds b/fwd		34,849			
Surplus in the year		16,467			
Total funds c/fwd (31.12.2024)		51,316	Total funds carried forward are all liquid reserves across 2 bank accounts		

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 2024.

Responsibilities and basis of report

The charity's trustees 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

The charity's gross income exceeds £250,000, which requires an examiner to be appointed from a listed body. 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.

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
3. the accounts do not comply with the applicable reporting requirements

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 : 22/09/2025