

Brereton Big Local CIO
Registered Charity Number 1197599
Report and Accounts
for the period
20 January 2022 to 28th February 2023

Brereton Big Local CIO
Registered Charity Number 1197599

Trustees Annual Report for the period
20 January 2022 (date of incorporation) to 28th February 2023

Purposes of the Charity

To develop the skills and capacity of the members of the socially and economically disadvantaged community of Brereton Staffordshire, in such a way that they are better able to identify and help meet their needs and to participate more fully in society.

The promotion for the public of urban and rural regeneration in areas of social and economic deprivation.

The maintenance improvement provision of public amenities, the provision of recreational facilities, the protection of the environment and the promotion of social inclusion.

Main Charitable Activities

The charity provides direct resident support through provision of service such as a community shop, youth engagement, help for the isolated, improvement of the local environment, therapeutic services facilitation of community grants and the provision of local events to bring the community together. It operates from a community hub of Armitage road, Brereton, Rugeley and supports a number of residents groups using that facility.

Public Benefit

The trustees work to ensure that the charity creates public benefit for the residents of Brereton in accordance with Charity Commission guidance through consultation, assessment of need and linking spend and the provision of services and activities to that identified local need to improve the lives of local people and the quality of local facilities.

Policy on Grant Making

The charity makes a small number of grants to other local groups on the basis of their contribution to the benefit of local people. The charity invests in local facilities and in particular Ravenhill Park, the potential of our young people through our youth groups and in enabling disadvantaged residents to access therapy and training. The charity is reliant on and grateful for the dedication of our staff, the valuable assistance of our volunteers and the support of local businesses.

Summary of Main Achievements

While Brereton Million has existed as a local community group and CIC status since 2015 this was the first year as a registered charity. There was a strong initial focus on creating policies and procedures for the charity, strengthening the trustee body, and the practicalities of employing staff and managing finances previously carried by Support Staffordshire as Locally Trusted Organisation for the Big Local grant.

The charity started a money advice service which it now plans to expand. The charity continued to maintain and improve the facilities in Ravenhill Park for the benefit of local people. The Visions youth group provided a range of services and activities for local young people including a packed programme for the summer holidays. This included the provision of food assistance. The charity continued to provide therapeutic service to a number of vulnerable local people through craft activities, gardening and horse therapy. Vulnerable local people were also supported through befriending, advocacy and assistance such as shopping and transport to hospital appointments. A meeting organised by Brereton Million for other charities and churches in the wider local areas identified poor local public transport alongside as the impact of the rising cost of living as the key challenges for vulnerable local people and disadvantaged families. The charity works closely with local schools, statutory agencies particularly local doctor's surgeries, local charities and churches for the benefit of local people.

The charity provided a number of activities to promote the health and wellbeing of local people such as healthy eating advice, helping those who are socially isolated, exercise and opportunities to enjoy local nature, support for local families and managing debt. This comes under the Brereton Can campaign linked to the wider Cannock Chase

Can programme. The charity advocates for local people in respect of local services and facilities and such issues as planning applications. The charity has also funded local groups of residents to organise their own community building activities in their immediate neighbourhood. A number of community events were organised such as celebrations for the Coronation and our annual Halloween Walk.

The trustees continue to maintain the Community Hub for the benefit of local people. Work has been undertaken to develop options for extension to the building to improve the facilities and this has included whether moving to another site is an option.

Towards the end of the year the trustees started work on the creation of the Community Shop and were awarded a grant of £3000 from the Hubub Foundation to get things started. The grant was fully spent at the year end.

Our community worker Sue Merriman is at the heart of the charity's work and trustees are very grateful for her unstinting efforts and extensive understanding of the needs of local people and her relationship with so many local people, businesses and groups. She is fine example of the sort of local community activism which is vital for maximising the potential and life skills of local people.

Financial Activity in the Period

In July 2022, Brereton Big Local CIO became the Locally Trusted Organisation for Brereton Million in respect of the National Lottery Big Local programme. The charity submitted a Big Local Plan proposal to Local Trust setting out how it would deliver the remainder of the £1million of funding made available to the local community over a ten-year period (which ends in September 2025).

Restricted grant fund income in this financial period has primarily been from Local Trust (£77854.53) with a further grant of £3000 from the Hubub Foundation to set up the Community Shop. The charity received other funding from fees to manage the Local Trust Grant, as well as fees for delivering charitable services (craft activities and venue hire). Total income for the year is £86373.88

All expenditure in 2022/23 (£45183.31) related to restricted fund activities.

Assets, Reserves and Assessment of Risk

At 28th February 2023, closing unrestricted fund reserves are £5524.20. The closing restricted fund balance is £35666.37 relating solely to Local Trust Big Local Programme.

The principle asset owned by the charity is the Brereton Community Hub which is used as a base for activities in the community.

There are no risks for the charity as a going concern for the forthcoming 12-month period: restricted grant funding has been secured to 30th September 2025.

The principal risk for the charity is the future funding strategy at the end of the National Lottery funding and so work is underway to identify future funding sources and fully understand the challenges that this will present.

Structure, Governance and Management

The charity is a Charitable Incorporated Organisation with a constitution approved by the Charity Commission. Trustees are identified through our network of local supporters and volunteers and open advertisement and recruitment events. The trustees meet each month as a body and have a number of sub groups on particular issues.

Reference and Administrative Details

Charity Name Brereton Big Local CIO

Registered Charity Number 1197599

101 Armitage Road, Rugeley Staffordshire WS15 1DF

Trustees

Jack Burkinshaw Chair

Kevin Mann Vice Chair and Treasurer

Peter Fahy

Sam Rushton

Christine Stewart

Mat Walker

Maria Smith

Staff

Sue Merriman Community Development Worker

Emily May Volunteer Coordinator

Debbie Thatcher Administrative Assistant

The primary responsibility of the Administrative Assistant is to provide administrative support to the Executive Director and the Board of Directors. This includes scheduling, correspondence, and general office management.

The Administrative Assistant is responsible for maintaining the organization's records and ensuring that all documents are properly filed and accessible. This includes managing the organization's filing system and ensuring that all documents are up-to-date.

The Administrative Assistant is also responsible for managing the organization's budget and ensuring that all expenses are properly recorded and accounted for. This includes preparing and submitting the organization's annual budget and monitoring the organization's spending throughout the year.

The Administrative Assistant is responsible for managing the organization's communications and ensuring that all external correspondence is properly handled. This includes responding to inquiries from the public and managing the organization's social media presence.

The Administrative Assistant is also responsible for managing the organization's events and ensuring that all events are properly planned and executed. This includes coordinating the organization's annual conference and other special events.

The Administrative Assistant is responsible for managing the organization's personnel and ensuring that all personnel are properly hired, trained, and supervised. This includes recruiting and hiring new staff and providing ongoing training and development opportunities.

The Administrative Assistant is also responsible for managing the organization's facilities and ensuring that all facilities are properly maintained and safe. This includes scheduling maintenance and repairs and ensuring that all safety protocols are followed.

The Administrative Assistant is responsible for managing the organization's legal and compliance matters and ensuring that all legal and compliance requirements are properly followed. This includes reviewing contracts and ensuring that the organization is in compliance with all applicable laws and regulations.

The Administrative Assistant is also responsible for managing the organization's financial matters and ensuring that all financial transactions are properly recorded and accounted for. This includes managing the organization's accounts payable and receivable and ensuring that all financial statements are accurate.

The Administrative Assistant is responsible for managing the organization's information technology and ensuring that all information technology systems are properly maintained and secure. This includes managing the organization's computer network and ensuring that all data is properly backed up.

The Administrative Assistant is also responsible for managing the organization's public relations and ensuring that all public relations efforts are properly planned and executed. This includes developing and implementing the organization's public relations strategy and managing the organization's media relations.

The Administrative Assistant is responsible for managing the organization's volunteer program and ensuring that all volunteers are properly recruited, trained, and supervised. This includes coordinating the organization's volunteer activities and ensuring that all volunteers are properly compensated.

The Administrative Assistant is also responsible for managing the organization's fundraising efforts and ensuring that all fundraising activities are properly planned and executed. This includes developing and implementing the organization's fundraising strategy and managing the organization's fundraising campaigns.

The Administrative Assistant is responsible for managing the organization's overall operations and ensuring that all organizational goals and objectives are properly achieved. This includes monitoring the organization's performance and ensuring that all organizational processes are efficient and effective.

The Administrative Assistant is also responsible for managing the organization's risk management and ensuring that all risks are properly identified and mitigated. This includes conducting risk assessments and implementing risk management strategies.

The Administrative Assistant is responsible for managing the organization's overall reputation and ensuring that the organization is properly represented in the public eye. This includes managing the organization's brand and ensuring that all organizational communications are consistent and professional.

The Administrative Assistant is also responsible for managing the organization's overall compliance and ensuring that all organizational activities are properly compliant with all applicable laws and regulations. This includes conducting compliance audits and implementing compliance programs.

The Administrative Assistant is responsible for managing the organization's overall success and ensuring that the organization is properly positioned for long-term growth and sustainability. This includes developing and implementing the organization's strategic plan and ensuring that all organizational activities are aligned with the organization's mission and vision.

At 28th February 2023, closing unrestricted fund reserves are £5524.20. The closing restricted fund balance is £35666.37 relating solely to Local Trust Big Local Programme.

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Reference and Administrative Details

Charity Name Brereton Big Local CIO

Registered Charity Number 1197599

101 Armitage Road, Rugeley Staffordshire WS15 1DF

Trustees

Jack Burkinshaw Chair

Kevin Mann Vice Chair and Treasurer

Peter Fahy

Sam Rushton

Christine Stewart

Mat Walker

Maria Smith

Staff

Sue Merriman Community Development Worker

Emily May Volunteer Coordinator

BRERETON BIG LOCAL CIO
Registered Charity No. 1197599

Statement of Assets and Liabilities at 28th February 2023

	Unrestricted Funds	2023 Restricted Funds	Total
MONETARY ASSETS			
Deposits and Bank Balances			
Deposit Account	5524.20	32693.90	38218.10
Current Account		2735.13	2735.13
Petty Cash		155.94	155.94
Crafters Float		81.40	81.40
	5524.20	35666.37	41190.57
Debtors			
Lettings due but not received			
Creditors			
Due to HMRC			0.00
Due to NEST			122.85
NON MONETARY ASSETS			
Community Hub fixtures and fittings			
Defibrillator			
IT equipment			
Tables and chairs			
Sports Equipment			
Kitchen Equipment			
Cleaning materials			
Craft Materials			

Signed *J. Burkhshaw*
Chair of Trustees

Date 8th April 2025.

Signed *C. Stewart*
Treasurer

Date 8 / April 2025

BRERETON BIG LOCAL CIO
Registered Charity No.1197599

Receipts and Payments Account for the period 20th January 2022 to 28th February 2023

	Unrestricted Funds	2022/23 Restricted Funds	Total
INCOME			
From Trading Activities			
Hub Lettings	865.50		865.50
Grant management fees	3,892.73		3892.73
Other fees	430.20		430.20
Other Income			
Donations	330.92		330.92
Government Grant		77854.53	77854.53
Other Grants		3000.00	3000.00
Interest from Assets			0.00
TOTAL RECEIPTS	5,519.35	80,854.53	86,373.88
PAYMENTS			
Charitable Activities			
Staff		24676.12	24676.12
Community Shop Costs		2995.15	2995.15
Other Project Costs		8600.06	8600.06
Repairs and Maintenance		425.66	425.66
Equipment and equipment rental		1813.83	1813.83
Energy		2215.86	2215.86
Water and sewage		187.44	187.44
Cleaning supplies		30.00	30.00
Insurance		859.22	859.22
Telephone		289.69	289.69
Internet		300.00	300.00
Refreshments		269.80	269.80
Administration of the Charity			
Website		86.40	86.40
Office Supplies		336.96	336.96
Professional Fees		435.00	435.00
HR advice		153.60	153.60
Printing and Stationery		56.82	56.82
Volunteer Expenses		13.60	13.60
Other Expenditure			
Hub Refurbishment		1015.00	1015.00
New Equipment		264.00	264.00
Event Costs		159.10	159.10
TOTAL PAYMENTS	0.00	45183.31	45183.31
NET SURPLUS/(-DEFICIT)	5519.35	35671.22	41190.57
Transfer between Funds	4.85	-4.85	0.00
Balances Brought Forward	0.00	0.00	0.00
Balances Carried Forward	5524.20	35666.37	41190.57

**Independent Examiner's Report to the Trustees of Brereton Big Local CIO
(Registered Charity Number 1197599)**

I report to the trustees on my examination of the accounts of Brereton Big Local CIO (the Trust), for the period 20 January 2022 (date of incorporation) to 28th February 2023.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 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 have completed my examination.

I confirm that no (*other*) 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no other 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.

Vanessa Hands
29 Daywell Rise
Rugeley
Staffordshire
WS15 2RE

Dated: 7th April 2025