

Burntwood Be A Friend

St Anne's Church, Chasetown, Burntwood WS7 3QL



Trustees Annual Report for year ending 30th September 2024

Burntwood Be A Friend is a CIO established in September 2022, charity registration number **1200409**.
Its address is St Annes Church, Church Street, Burntwood, WS7 3QL.

It has a Board of Trustees who are its only members: and for the duration of this reporting period they were...

John Binns (Chair until 31 August 2024 then no longer a Trustee)

Richard Westwood (Chair from 13 June 2024)

Irene Ann Burford

Matthew Wallace (Until 25 June 2024)

Lynda Gethin

Peter Harris (sadly now deceased but a Trustee throughout this reporting period)

Laurence Burford (Treasurer)

Ian Hopkins (From 13 June 2024)

Susan Woodward

David Whitehouse (From 01 June 2024)

Burntwood Be A Friend comprises five members of staff all employed on a part-time basis, plus a full-time recovery worker subcontracted to us through Future Focus at Burton & District Mind. BBAF also has a fantastic team of volunteer helpers who provide support with helping to run the community store, surplus food collections administrative tasks along with whatever else needs doing. There are approximately 29 volunteer helpers as of 30 September 2024.

Its charitable purposes are:

- Alleviate economic deprivation and food poverty in the area (Community Store - providing free or heavily subsidized weekly shops and signposting support from our advisors)
- Reduce isolation & loneliness by promoting positive mental health and wellbeing (e.g. our community gardening group, women's walk, men's walk)
- Create a thriving local cohort of volunteers that are empowered to run the charity's activities

- Create links with other local organizations for the better of Burntwood and the surrounding areas

Due to the changing needs of the community which it serves, in the coming months, the Trustees intend to seek permission from the Charity Commission to change its charitable purposes.

To achieve the purposes above, Burntwood Be A Friend set its objectives for the year ending September 2024: to provide a place within Burntwood where people can go if they have lost their way, whether that be financially or emotionally. It has achieved this through:

- The continuation of its Community Store – a place where people can do a weekly shop at a greatly reduced cost compared to the price of the supermarkets.
- By signposting for relief and to other organizations from the Community Store.
- Continuation of the two weekly ‘Wellbeing’ walks, bringing together a group of people to talk casually about life’s everyday issues in a no-pressure environment.
- The continuation of the provision of a community garden, which again, provides a group where people can talk casually while learning an important skill that they can take home with them.

The Trustees wish to record their thanks to the hard work and industry to the part time staff who have worked with incredible industry and heart throughout the course of this reporting period. Particular thanks are offered to our Charity Manager who has helped to implement so many of the Trustee’s wishes with enthusiasm and commitment.

Financial review

During the year we received funding from various sources. The largest amounts were a grant from Lichfield District Council and a donation The Noel Sweeney Foundation. These have allowed us to cover a large amount of our staff and running costs of the Community Store. We also received generous grants from The Community Foundation, Burntwood Town Council and The Coalfields Regeneration Trust.

The main areas of expenditure were staff salaries for the 5 part-time staff and the rent and overheads for our community store & office.

The accounts for this reporting period have been independently examined and are appended to this Trustees Annual Report.

Potential risks and uncertainties

Financial: It is likely that grant-making bodies may re-assess their priorities, and local-authority bodies may face cutbacks in the availability of funds. However, because Burntwood Be A Friend draws on a mix of funding sources, statutory, charity, local and national, it is not anticipated that there will be a large cut in income. The Trustee board regularly checks exposure to different funding streams to ensure that there is not over-reliance on any individual source. We have a Reserves Policy which addresses various potential scenarios and provides for a 3-6 month cushion in case of short-term decreases in funding.

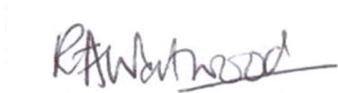
Operational: BBAF works together with its store landlord, Midland Heart, to ensure that there are no issues over use of the premises. There are staff employed by BBAF on part-time contracts and there is a policy of

recruiting internally when possible, perhaps turning volunteers into paid staff, so there is continuity and it is not anticipated that future staffing changes will cause operational issues. Because BBAF works closely with other local groups and charities, it has good standing in the local community and there is little likelihood of its activities being curtailed, because it is clearly meeting local needs.

Future plans

- To continue and grow the reach of the Community Store, making sure it gets to the people who need it the most.
- To be able to utilize the community garden so that it is not only a community social group, but so that it produces crops that can line the shelves of the Community Store, therefore making us more self-sufficient.
- To continue to develop our wellbeing services, to be able to offer something to for everyone.
- Developing links with more community groups and using local amenities.
- Increasing the number of volunteers, offering training and development to build self-confidence and encourage volunteers to look at paid employment as a future goal.
- To amend the Charitable Objects of the charity, so that it can operate more effectively to meet the needs of the people it serves

This Trustees' Annual Report has been prepared in accordance with the provisions applicable to CIOs. This report was approved by the Trustees of the charity on 7th July 2025 and signed on its behalf by



Signed..... Richard Westwood (Chair)

Date 07 July 2025.....

Burntwood Be A Friend
Charity Number 1200409
Income and Expenditure Account
For the period 1st October 2023 to 30th September 2024

	Unrestricted Funds	Restricted Funds	Total	2023
Income				
Donations	2,868		2,868	3,534
Community Store	27,702		27,702	25,394
Fundraising	3,982		3,982	175
Grants	-	33,525	33,525	29,636
Burntwood Town Council	500		500	5,500
Spark recharges	100		100	3,266
MIND staff costs	21,623		21,623	5,209
Total Receipts	56,775	33,525	90,300	72,712
Expenditure				
Fareshare	3,990	1,108	5,098	3,600
Store rent	4,017	1,483	5,500	5,500
Office space room hire	4,360		4,360	1,870
Staff wages	38,701	9,634	48,335	36,046
Cleaning	702		702	1,827
Light & heat	5,043		5,043	5,445
Telephone and internet	552		552	735
Training	20		20	91
Kitchen items	83		83	42
Insurance	1,051		1,051	1,043
Repairs and maintenance	966		966	30
Office costs	179		179	276
Music licence	146		146	133
Uniforms	148		148	111
MIND costs	18,107		18,107	4,486
Equals card	1,950		1,950	-
Counselling project	540		540	-
Gardening supplies	51		51	11
Other	3,314	800	4,114	1,864
Total Payments	83,920	13,025	96,945	63,111
Net Income / (Payments)	(27,145)	20,500	(6,645)	9,601
Balance brought forward	30,891	-	30,891	21,290
Balance carried forward	3,746	20,500	24,246	30,891

Made up of:

Current Account	24,242
Petty cash	4
	24,246

Signed on behalf of the trustees:

Signature:

Print name:

Date of approval:

Independent examiner's report on the accounts

Report to the trustees/ members of	Burntwood Be A Friend		
On accounts for the period ended	30th September 2024	Charity no	1200409

I report to the trustees on my examination of the accounts of Burntwood Be A Friend for the period ended 30/09/2024

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").
Independent examiner's statement	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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act. I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect: • accounting records were not kept in accordance with section 130 of the Act or • the accounts do not accord with the accounting records I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:  Date: 6th July 2025

Name: Lucy Brown

Address: Lucy Brown Bookkeeping and Accountancy Services
179 Queen Street
Burntwood
Staffordshire
WS7 4TN

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Print name:

Date of approval:

Independent examiner's report on the accounts

**Report to the trustees/
members of**

Burntwood Be A Friend

**On accounts for
the period ended**

30th September 2024	Charity no	1200409
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I report to the trustees on my examination of the accounts of Burntwood Be A Friend for the period ended 30/09/2024

**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").

**Independent
examiner's
statement**

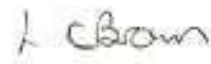
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- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:



Date: 6th July 2025

Name:

Lucy Brown

Address:

Lucy Brown Bookkeeping and Accountancy Services
179 Queen Street
Burntwood
Staffordshire
WS7 4TN