

Trustees Annual Report for year ending 30th September 2025

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...

Richard Westwood (Chair from 13 June 2024)

Lynda Gethin (Vice-Chair)

Susan Woodward (Secretary)

Irene Ann Burford

Michelle Such

David Whitehouse

Ian Hopkins

Cheryl Turner (start date 02/06/2025)

Peter Harris (resigned 05/02/2025)

Burntwood Be A Friend comprises five members of staff all employed on a part-time basis. 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 2025. We also employ a BACP registered counsellor who runs our private counselling sessions which is something new that we have started. During the timeframe, we introduced cooking classes ran in the evenings, which proved to be extremely popular.

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

The Trustees still intend to seek permission from the Charity Commission to change its charitable purposes.

We intend 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 (3-year) and The Community Lottery – Awards For All. We also received generous grants from The Community Foundation, Burntwood Town Council, The Coalfields Regeneration Trust and The Garfield Weston Foundation.

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.....  Lynda Gethin (Chair) Date - 02 July 2026

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 2025

Charity no

1200409

I report to the trustees on my examination of the accounts of
Burntwood Be A Friend for the period ended 30/09/2025

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: 13th July 2026

Name:

Neil Phillips

Address:

Phillips Ltd
4 Pearson Road, Central Park
Telford
Shropshire
TF2 9TX

Burntwood Be A Friend
Charity Number 1200409
Income and Expenditure Account
For the period 1st October 2024 to 30th September 2025

	Unrestricted Funds	Restricted Funds	Total	2024
Income				
Donations	2,401		2,401	2,868
Community Store	29,491		29,491	27,702
Co-Op o/bal - donation & comm store	1,762		1,762	-
Paypal	227		227	-
Float	80		80	-
Other	265		265	-
Fundraising	138		138	3,982
Grants	30,000	41,426	71,426	33,525
Burntwood Town Council	-		-	500
Spark recharges	-		-	100
MIND staff costs	29,322		29,322	21,623
Total Receipts	93,685	41,426	135,111	90,300
Expenditure				
Fareshare	6,570		6,570	5,098
Store rent	5,500		5,500	5,500
Office space room hire	2,892		2,892	4,360
Staff wages	37,188	19,558	56,746	48,335
Payroll costs	501		501	-
Cleaning	150		150	702
Light & heat	5,283		5,283	5,043
Telephone and internet	606		606	552
Training	702		702	20
Kitchen items	-		-	83
Mileage / expenses	63		63	-
Insurance	1,684		1,684	1,051
Repairs and maintenance	278		278	966
Office costs	53		53	179
Music licence	154		154	146
Uniforms	-		-	148
MIND costs	23,484		23,484	18,107
Equals card	1,900		1,900	1,950
Counselling project	9,216		9,216	540
Cooking classes / dry pub	-	3,135	3,135	-
Gardening supplies	724		724	51
Subscriptions	165		165	-
Other	3,513	67	3,579	4,114
Total Payments	100,626	22,760	123,386	96,945
Net Income / (Payments)	(6,941)	18,666	11,725	(6,645)
Balance brought forward	24,246	-	24,246	30,891
Balance carried forward	17,306	18,666	35,972	24,246

Made up of:

Current Account - Natwest	449
Current Account - Co-Op	35,488
Petty cash	35
	<u>35,972</u>

Signed on behalf of the trustees:

Signature:  Print name: L. GETHIN

Date of approval: 10th July 2026

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