



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 22 September 2023 To 5 April 2024

Charity name: **BLUNHAM GOOD NEIGHBOUR SCHEME**

Charity registration number: **1204874**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To relieve, either generally or individually, persons resident in the Area of Benefit within the county of Bedfordshire, who are in conditions of need, hardship or distress. To provide practical services to bring help quickly, informally and confidentially to such persons and to offer assistance directly from local resources on a "Good Neighbour" basis or referring people to specialised services.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	For the public benefit to relieve poor, sick, elderly, needy or disabled persons in Blunham, Bedford by providing or assisting in the provision of services calculated to reduce the need, hardship or distress of such persons. Our core activities include lifts for medical appointments, collection of medication, assistance with gardening and minor DIY jobs, befriending lonely residents and help with form filling or other administration activities.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We can confirm that the trustees have had due regard to the guidance issued by the Charity Commission on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
	Para 1.38	

Policy on social investment including program related investment		Not applicable
Contribution made by volunteers	Para 1.38	Some volunteers occasionally donate expenses received from clients to BGNS funds.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	We have now completed our first year having carried out 110 jobs within the core activities identified above and are happy to report a positive response to the support we are providing. The flower bouquets are continuing to bring a lot of joy to the recipients and must thank the company who are supporting us with this gift. We have recently been involved in a village event showcasing the different groups available to the residents of Blunham and beyond. It was a great time to network with the other volunteer and community groups. We would like to thank the Parish Council for their continued support.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Not applicable
Performance of fundraising activities against objectives set	Para 1.41	Not applicable
Investment performance against objectives	Para 1.41	Not applicable

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	All as separate document BGNS Financial Report 2023 – 2024_000050
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	See above
Amount of reserves held	Para 1.22	See above
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	BGNS currently has no financial uncertainties about its future as a going concern

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Occasional donations from volunteers, grateful clients, and other members of the public.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The main risk facing BGNS is the uncertainty regarding its annual income. Hence the need for a retained financial buffer.
Other		None

Structure, Governance and Management

Description of charity's trusts:		None
Type of governing document	Para 1.25	Constitution of a Charitable Incorporated Organisation with voting members
How is the charity constituted?	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The appointment of BGNS trustees is governed by the charity's constitution document. Paras 5 and 7 refer.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>Provide new trustee with relevant documents:</p> <ul style="list-style-type: none"> • <i>Trustee Welcome Pack</i> • BGNS Constitution • Latest BGNS accounts • <i>BGNS Notes for Volunteers.</i> <p>Meet current trustees at bi-monthly steering group meetings</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>BGNS has a total of 24 volunteers of whom 8 are on a steering committee.</p> <p>BGNS work closely with Bedfordshire Rural Communities Charity and Blunham Parish Council</p>
Relationship with any related parties	Para 1.51	BRCC provide an umbrella organisation for all Bedfordshire good neighbour schemes and our group contribute to quarterly statistics and best practice
Other		

Reference and Administrative details

Charity name	Blunham Good Neighbour Scheme
Other name the charity uses	None
Registered charity number	1204874
Charity's principal address	7, The Hill Blunham Bedfordshire MK443NG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Geoffrey Paul McCulloch	Chair		
2	Philip Anthony Rose	Trustee / Hon Treasurer		
3	Mark Andrew Brazier	Trustee / Hon Secretary		
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Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

Name of chief executive or names of senior staff members (Optional information)

None

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

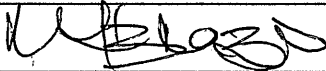
Other optional information

None

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mark Andrew Brazier	
Position (eg Secretary, Chair, etc)	Trustee, Hon Secretary	

Date

8th December 2024

Blunham Good Neighbour Scheme

Registered Charity No. 1204874

Accounts for the year ending 5th April 2024

INTRODUCTION

The Blunham Good Neighbour Scheme (BGNS) was set up in January 2023 under the umbrella of Bedfordshire Rural Community Charity (BRCC). There are 40 such schemes in Bedfordshire where volunteers offer help and assistance to people in a defined location. Initially the organisation was set up using the BRCC Constitution. However, the Trustees decided to become a Charitable Incorporated Organisation (CIO) and obtained charitable status in September 2023, at which time the Trustees decided to change the period to the financial year to 6th April to 5th April. Hence this report covers an initial period of 15 months.

In order to set up the organisation, BGNS approached Blunham Parish Council for financial assistance and were awarded a Start Up Grant of £3749.15 to cover operations over the first two years.

INCOME and EXPENDITURE

The business plan for BGNS seeks to obtain funds from donations for work carried. For driving operations, a donation is suggested based on HMRC pence per mile, which is offered to volunteers to cover their costs. Any other donations are banked to support the charity.

Expenditure is agreed by the Trustees at their regular meetings.

All income and expenditure is managed through a Lloyds Bank Account, with expenditure requiring a two layer authorisation process.

Records of all income and expenditure are recorded against jobs through a duplicate book and schedule, where details of the Job, Job type, Volunteer, Client, Client details, and income are recorded. This is reconciled with the Bank Statement on a monthly basis.

FINANCIAL STATEMENT January 2023 to 5th April 2024

Please see Appendix 1

In total we have recorded 110 jobs from April 2023. Income from these jobs by way of donations has totalled £599. Expenditure since January 2023 was £1710.03, however £110.80 refers to expenditure for 2024/25 (GifGaf £10 for April and £100.80 AnsVar Insurance for 24/25) and a further £424.30 for the period 2022/23. (two payments to Smarty of £8, £319 for the mobile phone and £89.96 for Insurance)

Hence comparing April to April income £599, expenditure £1147.93, an annual loss of £575.93. However, as this was our first year there are items in the accounts relating to the initial set up of the organisation, such as the purchase of the mobile phone, display stands, lanyards and printing. This comes to approximately £650.

Income from jobs made a good start with receipts reaching £120 for May, £125 for June, £68 for July and £131 for August. However, this has tailed off significantly and since October we have only received £90 with zero in February and £18 in March.

CHARITY WORK

The Trustees recognise the financial difficulty clients are under and are looking at further opportunities to seek funding in order to support the most needy in our community. There is clearly a need within our area

for the type of support we offer and the Trustees are open to suggestions on how we can assist those in need better.

FUTURE FUNDING

In order to support better our most needy clients, the Trustees are looking at changing the financial model to one where financial support is obtained by a mixture of donations and grants, with the latter taking a greater role in the long term. This model is similar to many of such schemes running in Bedfordshire, some of which rely entirely on grants for their financial support.

SAFEGUARDING

We have a dedicated Safeguarding Trustee and all Trustees undergo safeguarding training. In addition, all Trustees and Volunteers are checked by the DBS scheme. This was initially completed via BRCC but is now being moved to a Private Company as BRCC no longer support this.

INDEPENDENT EXAMINERS REPORT

Attached to this report is the independent examiners report of the accounts from Dr. Roy Tipping to which I extend my thanks.

Phil Rose

Treasurer Trustee

May 2024.

Blunham Good Neighbour Scheme - accounts for year ending 5 April 2024

Registered Charity No. 1204874

Balance sheet

Description	This year	Last year
Current assets		
Bank current account	2,688.12	0.00
Cash in hand	0.00	0.00
Total assets	2,688.12	0.00
Liabilities		
Accounts payable	0.00	0.00
Uncleared cheques	0.00	0.00
Total liabilities	0.00	0.00
Net Assets		0.00
Reserves		
Excess/(deficit) to date	2,688.12	0.00
Starting balances	0.00	0.00
Total Reserves	2,688.12	0.00

Financial Activities**Prior year****Income**

Donations	50.00	0.00
Grants	3,749.15	0.00
Job donations	599.00	0.00

Total income	4,398.15	-
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Expenditure

Monthly phone charges	136.00	0.00
Mobile phone purchase	319.00	0.00
Insurance	190.40	0.00
Stationery hardware	72.06	0.00
Printing	385.80	0.00
Boxes & lanyards	136.67	0.00
Website	42.00	0.00
Advertising	90.00	0.00
Refund (Job 25)	20.00	0.00
Training day	318.10	0.00

Total expenditure	1,710.03	-
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Net income/(expenditure)	2,688.12	-
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Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Blunham Good Neighbour Scheme

On accounts for the year
ended

5/4/2024

Charity no
(if any)

1204874

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
- have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

24/4/2024

Name:

Dr. Roy Tipping

**Relevant professional
qualification(s) or body
(if any):**

Address:

60 Barford Road

Blunham

Bedford MK44 3ND

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.