

THE BIRCHAM CENTRE

England & Wales · Charity number 242536

Details

Other names	THE BIRCHAM INSTITUTE
Status	Registered
Legal form	Trust
Registered	1965-07-15
Register	View on the Charity Commission register

Contact

Address	Bircham Centre Market Place Reepham Norwich NR10 4JJ
Phone	01603879242
Email	thebirchamcentre@gmail.com
Website	www.birchamcentrereepham.org

Activities

Objects: READING ROOM AND CLUB FOR THE USE OF THE INHABITANTS OF THE RESPECTIVE PARISHES OF REEPHAM KERDISTON HACKFORD NEXT REEPHAM AND WHITWELL IN THE COUNTY OF NORFOLK AND OTHER ADJOINING PARISHES AND OTHERWISE FOR THE BENEFIT OF THE INHABITANTS OF THE SAID PARISHES AS DETAILED IN THE TRUST DEED.

Activities: Provision of a community centre, reading room and club rooms for hire.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** REEPHAM, HACKFORD NEXT REEPHAM, WHITWELL AND KERDISTON
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£61,354	£58,640	-	-
2023-12-31	£57,716	£60,593	-	-
2022-12-31	£46,849	£54,518	-	-
2021-12-31	£36,755	£49,900	-	-
2020-12-31	£28,324	£46,938	-	-

Trustees

Name	Role	Appointed
Christina Marion Pashley	Chair	2025-06-02
CLARE KENVYN		2022-04-25
Christopher Lakeland		2025-03-10
Dr Ian Kenvyn		2022-04-25
Joanne Lakeland		2026-02-10
Paul Brock		2023-11-29
Tim Cullinan		2026-02-10

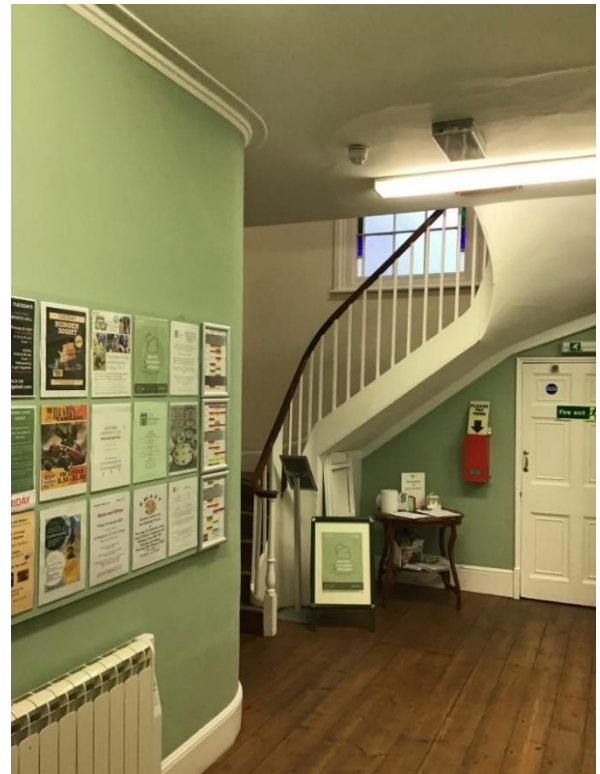
THE BIRCHAM CENTRE

England & Wales - Charity number 242536

Accounts



Open for All At the Heart of Reepham



Annual Report 2024

Introduction

In 1919 Samuel Bircham (1841-1923), a local resident and landowner, of Reepham gave the building to the town to be held in trust for the people of the town and surrounding area for use as a reading room and community meeting place. Since that time the Centre has been the hub of community life in Reepham. It currently houses a wide variety of social activities and voluntary services, including the town library, charity and pre-loved book shop, the local archives in addition to space for counselling and well-being services along with numerous local community groups, clubs and societies and a weekly country market. The building is grade II listed and fronts onto the historic marketplace at Reepham. Parts of the building date back to the Jacobean period.



The Centre is managed by a committee of up to twelve trustees, whose responsibility is to ensure that the original purpose is upheld in line with the constitution. The use of the building by the community is seen as the primary purpose of the charity. In order to achieve this, trustees are responsible for generating sufficient funds to ensure the preservation of historical building.

The trustees usually meet monthly for formal meetings and provide advice and support between meetings. During 2024 the trustees met on ten occasions, which included the Annual General Meeting in May 2024.

Legal Status and Constitution

The name of the charity is 'The Bircham Centre'. It is a charity founded by Trust Deed dated 15 August 1919. It is registered by the Charity Commission of England with the registration number 242536.

The Registered Office is The Market Place, Reepham, Norfolk NR10 4JJ.

The charity's main professional contacts and staff

Audit and Accountancy – Boldero & Co
Bankers – HSBC & COIF (Charities Investment Fund)
Insurance – Grout Insurance Brokers

The Trustees employ the following part time staff:
Centre Manager Polly Brockis (16 hours per week)
Community Engagement Worker Jess Bygrave (16 hours per week)
Caretaker Monique Bayles (8 hours per week)
Cleaning services (total of 15 hours per week worked by 3 people)

The charity is dependent on groups of volunteers, supporters and helpers to assist with the operation of the centre. The trustees are responsible for their direction, recruitment and training. It is recognised that such assistance and volunteering is absolutely key to the operation and future of the charity.

Trustees

Les West	Chairman	2019 - present
Ian Kenvyn	Vice Chairman	2022 - present
Ian McGilvray		2020 - present
Carl Lamb		2020 – present
Roisin Howard		2020 – present
Clare Kenvyn		2022 - present
Paul Brock (Representing Reepham Bowls Club)		2024 – present
Tina Pashley		2024 - present
Gill Long		2020 - 2024



Chairman's Report

I am pleased to give this report on the activities of the Bircham Centre for 2024 and to look ahead to our plans for 2025. 2024 was another busy year and this report details what was achieved in all aspects of the Centre's work.

In 2025, I will have completed my tenure as a trustee. It has been a privilege to have been associated with the Centre over the past six years and to have been its Chairman for the past four years. Looking back, we have achieved a lot during that time, both in terms of community engagement and support along with maintaining the historical building.

All of this could not have been possible without the support of many people. I thank all the trustees for what they do to support the work of the Centre in so many different ways. It is important that the Chair of the Board of Trustees and the Centre Manager have a close working and supportive relationship. I have been blessed in Polly. We have worked well together and shared a common vision for the operation and development of the Centre. Many people have a lot to thank Polly for in the way she cares and supports the different community groups and individuals, often going far beyond her contractual duties.

We are also blessed with a number of faithful volunteers who work in the shop, book room, garden, archives and support our Centre Manager in many ways. Our particular thanks to Brenda, the shop manager, and Judy her assistant along with all the shop volunteers for the large number of hours they put in every week in the shop and others who receive and sort donations. Also, to John and Linda in the book room and Tom from Eves Hill Veg Co. who leads the dedicated team of volunteer gardeners. Along with Jo and Joy who support Polly with the finance work and the archive volunteers. Without these dedicated helpers the Centre would struggle to undertake all that it does.

The major addition to the staff from October 2024 was the appointment of Jess Bygrave, as the Community Engagement Worker. This post is a grant funded post, initially for one year. During the latter part of 2024 Jess's task was to build relationships with key groups and individuals and to ascertain what was needed. A number of new groups have now been set up, covering all age groups. We look forward to seeing how this new initiative develops over the coming year, while further funding is investigated.

I wish Tina Pashley, the Chair Elect, who takes over in June 2025, all the best, as she leads the Board of Trustees, staff and volunteers into the next chapter of the Bircham Centre. If you have some time to spare and are looking for a voluntary role that is genuinely rewarding, thoroughly enjoyable and will make a real and lasting difference to the local community, you may wish to consider becoming a trustee.

Administration

Personnel

After a year of change we ended 2024 with a full complement of wonderful staff. Tina, Glen and Julie, our part time cleaners, work hard around the ever-changing room bookings to ensure the cleanliness of our building, Sadley, Robert Taylor, our caretaker, lost his fight against cancer and our maintenance cover Monique took on the hours and duties to care for the building and users.

From a strong applicant base we appointed a Community Engagement Worker. Jess Bygrave hit the ground running. Focusing on finding out what we have and what our community needs. Her personality and drive have added another dimension to the Centre, we are delighted to have her with us and offer huge thanks to Norfolk Community Foundation who are funding this one-year post, with its focus of looking at ways to reduce isolation. Brenda Gostling continues to support our Website and Marketing needs. With the additional activities Jess has instigated, and local connections Jess and Brenda have, we are widening what we offer and how we communicate with our community.



Jess Bygrave, Community Engagement Worker

It feels appropriate under personnel to mention our Chair of the Board, Les West. Les will complete his tenure at the AGM, and we have so much to thank him for. He has given hours of his time and care to the Centre, overseeing large maintenance projects and using his skills to renew and upgrade our policies and procedures, along with putting into place a fundraising strategy. All will help ensure the building is here for perpetuity. We are hopeful that Les will continue to work with the Centre in other ways. A chair elect position has been established to ensure a thorough handover can take place. All that we do and provide at the Centre would not be possible without the many hours and dedication given by many, in a variety of ways; from the trustees, current and passed, shop and book personnel, The Fixery, Reepham Town Bowling Club, community event supporters, the archive volunteers and many one-off individuals. We thank everyone who has stepped through the door and helped in any way, that support is really appreciated.

Hires

We have a large core of regular weekly users and the whole site, building and garden, are also used by many local groups and organisations for their one-off events. At the end of 2024 we had over 60 names on our booking rota. With Jess's arrival we have been able to work in partnership with additional agencies, bringing people and groups together and adding value to services already here.

We are helping instigate activities suggested at the World Café events and Norfolk Youth Advisory meetings, as well as individuals. Our long-term tenant is Reepham Library, and we are grateful for a strong relationship with Kris, the Manager, and her team, as we work together on activities for Reepham.

We continue to keep our hourly booking rate low to raise funds by more use, rather than larger charges. This keeps the footfall higher and more varied. There were approximately 27,000 visits to the Centre in 2024.

Community Events

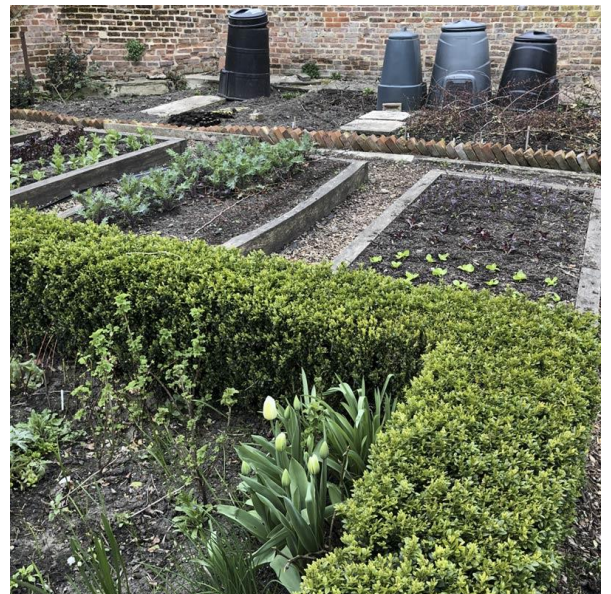
We organised another year of free Walled Garden talks. Helped showcase various artists, Reepham W.I and the Norfolk Detectorists in their exhibitions. Facilitated a training day for the Heritage Trust so the next cohort of heritage officers, historical buildings workers could gain hands on experience of a complex listed site. Worked with MAP, Field of Joy and Grow Naturally on the National Citizenship Scheme.

Hosted AGMs for many local groups including Reepham Town Bowls, Reepham Runners, Reepham and Salle Cricket Club, RGNS, RALGA. Supported plant sales, cake sales, workshops and classes for many organisations. Continued the warm space community coffee mornings. Initiated crafternoons and held gardening workshops. With Jess's arrival we have been able to offer DofE placements again, offering a space for young people to engage with their community.

Garden

Funds from Norfolk Community Foundation via the Greening Our Community grant gave funds towards tools and allowed us to add compost bays and a water capture system for the allotment. The highlight for garden visitors in 2024 was the addition of a pollinator bed, which not only looked beautiful all summer but buzzed with insect life. After works in the frontage new troughs were installed, with an Amalanchier tree transforming the look of the front garden.

In 2024 Jane Bown stepped aside to allow Tom Martin to return as lead gardener this year. The garden is testament to the skills of both and the dedication of a fantastic team of volunteers. The aspirations and peer support of Eves Hill Veg Co run through the garden and wider community engagement projects of the Centre. Hannah Claxton deserving special mention as my personal sounding board.



A number of significant local characters died this year and from individuals and member organisations memorials have been gifted to the community garden in their memory – a bird bath, toad house, benches, trees. Our thoughts go out to all who have lost someone. We hope the garden here offers everyone a tranquil space to remember good times and loved ones.

Polly Brockis – Centre Manager

Charity Shop

2024 has been another good year for the shop. Donations keep the shop supplied with quality items. Thank you to Julie, Gill, Kevin and Paul for all their support on Tuesdays.

Our monthly jumble sales are still proving very popular, and we have people waiting outside before we open!

The annual events in Reepham like the Food Festival, Music Festival, Classic Car Festive and Festival of Light bring in extra revenue for the shop. A very big thanks to Julie Smith who organizes and runs the annual Vintage Sale, that is very popular and is very profitable. Also thank you Julie for selling items on E-Bay for us.



Thank you to all our wonderful volunteers, Judy Smith, Judith Sweetman, Beth, Tamara, Linda, Lynda and Rosie for their continued support in making the shop so successful and a big thank you to all our regular and loyal customers. A big thank you to Polly for all the support she gives to the shop, for all the extra time she spends having stalls at the Material Sale at Whitwell Station and the Music Festival, and to her family who support the many activities we run. Polly is our main contact relaying problems, queries etc. to the Trustees and it would help, seeing the shop generates the most income to the Bircham Centre, if there was a Trustee with responsibility for the shop.

Brenda Green - Shop Manager



Aims and Objectives for 2025

In 2021, the Trustees of the Bircham Centre produced and agreed a strategic document which outlined the aims and objectives of the charity for the period 2021 – 2026. The document explained the Centre's; role as the community hub for Reepham, the range of activities that the centre provides, the building and its history, along with the management arrangements and financial position.

The document restates the primary purpose of the Charity; to provide services that benefit the community and to ensure the preservation of the grade II listed building for present and future generations.

For each year of the five-year period, the Trustees develop and agree a working plan in line with the overall aims and objectives contained in the strategic document under the following five categories.

<u>Community</u>	<u>Building</u>	<u>Funding</u>	<u>Well-Being</u>	<u>Environment</u>
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Community

Achieved in 2024

- The Centre continued to provide a programme of community events and workshops, some of which were in partnership with other local groups.
- The Centre continued to host weekly community coffee mornings with a grant from the Norfolk Community Foundation from the Surviving Winter Fund.
- With funding provided by Norfolk Community Foundation, the Charity employed a part time 'Community Engagement Worker'.
- The Centre took part in the Reepham Christmas Tree Festival by decorating a tree which was voted visitors' favourite tree.
- The Centre took part in a school liaison day with Reepham High School.
- The Centre, worked with the archive group, to hold an evening for the local community, to show how Reepham cared for the worried during the First World War.

Plans for 2025

- Appoint a new Chair of the Board of Trustees to lead the management of the charity and take it forward.
- Increase the number of trustees and volunteers, to provide additional support for the work of the charity.
- Increase the number of community activities and facilities to meet the needs of a wider range of age groups in the local community, whilst maintaining support for existing users.
- To develop a programme to encourage and support the arts, by providing
- Develop a Communications Strategy and Plan, so that all communications express our values, use the same 'voice' and maximise the reach and effectiveness of how we communicate our purpose and activities.

- Create a single, accessible Contact Database of all Bircham Centre contacts, both users and volunteers to facilitate easier communication and promotion of events and requests for volunteering help etc.
- Work with the Archive Group to host an event, following the success of the community event in 2024 to share the history of Reepham.

Building

Achieved in 2024

- Work was carried out in the front gardens to improve the drainage system.
- The front gardens were redesigned to improve their appearance and use.
- Listed Building Consent was obtained to replace/repair seven of the windows in urgent need of work.

Plans for 2025

- Carry out work to seven windows in urgent need of replacement/repair.
- Improve the appearance of The Front Room (Room 7) and redefine the room as a community space and make it more attractive for hire.
- Carry out work to improve the appearance of the public areas.
- Investigate options for improved access to the garden.

Funding

Achieved in 2024

- Managed the operation of the centre within budget.
- Obtained a number of grants to support the work of the Centre and garden development.
- A legacy leaflet was produced and promoted.

Plans for 2025

- Agree a balanced budget for 2025.
- Consider ways of increasing the income of the Centre.
- Consider ways of becoming more efficient in the use of resources available to the charity.
- Submit a funding application to The Pilgrim Trust for the urgent work required to the windows.
- Identify funding possibilities and submit an application to extend the funding for the Community Engagement Worker.
- Identify further funding opportunities and make applications to support the maintenance repairs to the building and core operating costs.

Well-Being

Achieved in 2024

- The Centre supported staff, volunteers, and users of the Centre as needs were identified.
- Held our annual volunteer tea party to thank all volunteers for their contribution throughout the year, along with a social event for garden volunteers.

Plans for 2025

- Create an Induction and Training Framework for all new volunteers, to include an 'Introduction to Volunteering' module which will include guidance on how it can benefit personal wellbeing.
- Develop a Wellbeing Framework for the Bircham Centre with a clear set of agreed values and behaviours, such as kindness and inclusion, and guidelines on how everyone entering the Bircham Centre should be treated, both volunteers and users.
- Increase volunteer recognition to include, promoting positive news stories/achievements of volunteers helping, regular thanks from trustees, in addition to existing recognition activities.
- Support staff, volunteers, and users of the Centre to ensure that their well-being is considered.
- Increase events and workshops in the garden to encourage people to connect with nature to help their wellbeing.

Environment & Sustainability

Achieved in 2024

- The Centre supported the initiative to bring a free repair service to the town in the form of 'The Fixery'.

Plans for 2025

- Continue to host and promote the Fixery service to support our community, sustainability and the environment.
- Implement and promote upcycling, recycling and protecting the environment wherever possible
- Continue to implement sustainability and environmental impact as core considerations in procurement decisions.

Maintenance of the Building

A building of this age needs continued maintenance. In 2021, the Trustees commissioned a quinquennial inspection of the building. This detailed the work required to the building, over the following five years, in order to keep it in good repair and available for the current community and future generations to benefit from the services it provides.

We prioritised the work required and produce an action plan each year. The main work carried out in 2024 was to rectify the drainage problem at the front of the building, along with other minor repairs. The front garden had to be totally cleared for this work with a new tree planted to replace the dying holly.

The main work identified for 2025 is the replacement of four windows and the repair of a further three. The appropriate Listed Building Consent was obtained in the latter part of 2024, allowing for the work to be carried out in 2025.



Financial Position

Sadly, no legacy was left to maintain the building and garden, so it relies heavily on the hard work of its volunteers and on donations. The major income comes from the charity and pre-loved book shop along with rent and hire charges from the various groups and individuals who use the building.

In 2024 the total income was £61,354 (£57,717 in 2023).

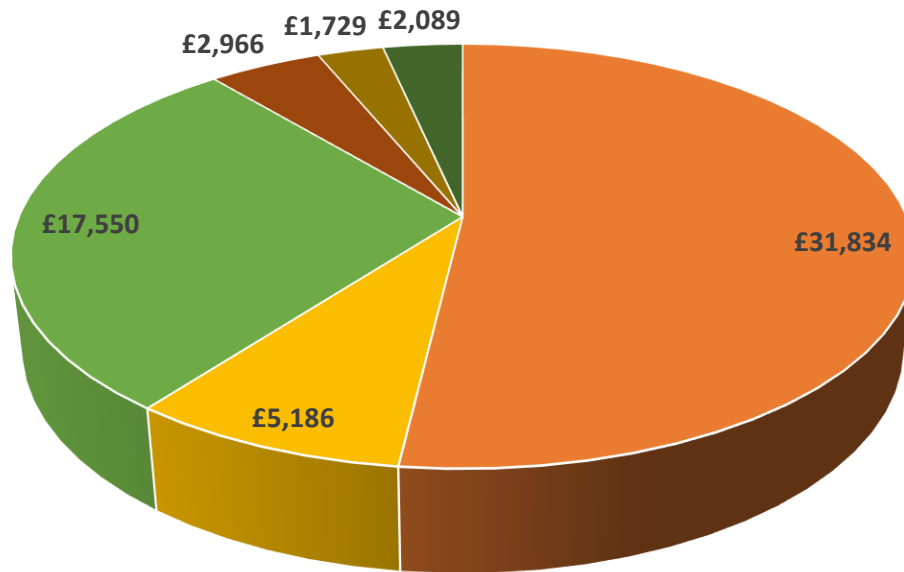
The total expenditure for 2024 was £58,640 (£60,593 in 2023)

This gave a surplus of £2,714. This was mainly due to staff vacancies during the year.

Once the designated and grant income and expenditure was taken into account the result was a surplus of £20,856, compared with a deficit of £12,978 in 2023. These figures are the result of the timings of grant payments. We ended 2023 awaiting a grant payment and now the surplus shown is a grant in hand, allocated for use into 2025.

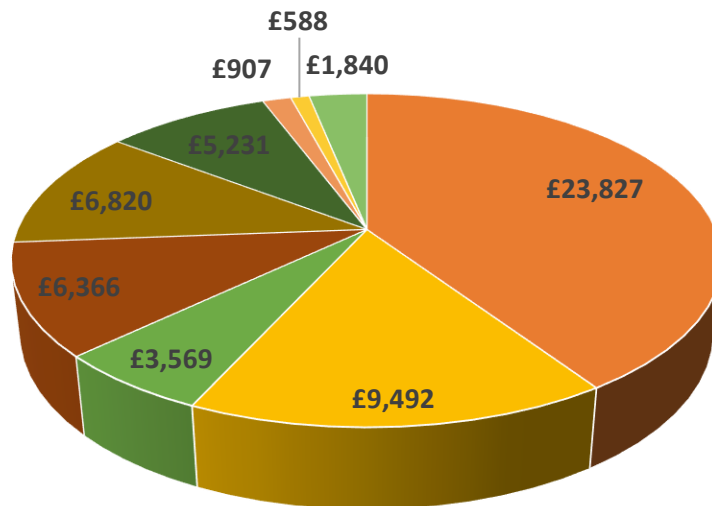
The total funds available at the end of 2024 was £64,321 compared with £43,465 the previous year.

TOTAL INCOME £61,354



- Charity and book shop (51%)
- Hire charges (24%)
- 200 Club (3%)
- Library rent & cleaning (10%)
- Donations (9%)
- Other (3%)

TOTAL EXPENDITURE £58,640



- Administration (41%)
- Garden Maintenance (11%)
- Health & Safety (2%)
- Cleaning (16%)
- Electricity & Telephone (12%)
- Rates & Water (1%)
- Repairs & Maintenance (6%)
- Insurance (9%)
- Other (3%)

The accounts for 2024 have been audited by Boldero & Co. and can be found at Appendix A. We wish to thank Ian and Nicola for their support with the accounts and payroll and propose that we engage them for 2025.

The Centre is a not-for-profit charitable organisation and with careful management, it just about breaks even each year, but this does not allow for major repairs to the building, which have to be funded by grants. We also need to obtain funding / grants for community activities we wish to provide.

During 2024, the charity was pleased to receive grants from the following organisations and grant making bodies:

In 2022, 'Travel Chapter', the Devon holiday lettings firm acquired the 'Original Cottage Company' based in Reepham. In 2024 they moved their operation from Reepham to Norwich. In recognition that the family business had operated in Reepham for many years they gave a legacy to the Bircham Centre, over three years, to be used to help maintain the building.

Norfolk Community Foundation - Countering Loneliness Innovation Fund, supporting the Community Engagement Worker position and activities to reduce isolation

Norfolk Community Foundation – Surviving Winter Fund, which supported the Monday warm space community coffee mornings.

Norfolk Community Foundation – Greening our Communities, which facilitated the purchase of tools and the development of a pollinator bed.

Broadland and South Norfolk District Council – Get it Started Start grants, supporting the RAMs group and workshops, providing resources for a Board Game Group

Reepham Loins

Reepham WI

Reepham Rotary

Reepham Town Council



Kate Robertson from Travel Chapter with Les West, Bircham Centre Chair

In addition to the grants, the Centre received donations during the year from individuals who wish to remain anonymous. The Trustees offer their sincere thanks to all. Also, to the many members of the 200 Club who continue to support the Centre financially. If you are not a member of the 200 Club, you may wish to consider joining. It only costs £12 per year (£1 per month). 200 Club winners are drawn monthly, with prizes of £25, £15 and £10 awarded each month with additional prizes at Christmas.

Reserve Policy

The Trustees aim to obtain sufficient funds each year so that the maintenance of the building and the work of the charity can continue and develop.

The Trustees aim to keep a reserve of at least 50% of annual expenditure.

Safeguarding

Safeguarding is about looking out for each other, particularly for the vulnerable among us, and knowing when to speak up if something doesn't seem quite right. Safeguarding helps us support those at risk of harm, following a clear reporting process. Whether it concerns an employee, volunteer, or a visitor/user of the Bircham Centre. It is important to address issues early, so to create a safe and secure environment for everyone.

During 2024 there were no safeguarding matters brought to the attention of the trustees.

The trustees reviewed and updated its safeguarding policy in September 2023, which is available on the website.

Health and Safety

During 2024 there were no reportable Health and Safety incidents reported to the trustees. The trustees monitor the Health and Safety of its employees, volunteers and users of the Centre on a continuous basis, which is a standing item of the trustees' agenda. Health and Safety is led by the trustees one of whom, namely Carl Lamb, has ultimate responsibility in this area.

The trustees reviewed and updated its Health and Safety policy in March 2023, which is available on the website. Within this policy statement the trustees recognise their duties and obligations in ensuring the health, safety, and welfare of its employees, volunteers and all those who use the Centre including visitors and contractors.

Other Policies

In addition to the above, the following policies are available and reviewed on a regular basis:

Governance

Whistle Blowing

Complaints

Wide Up

Equal Opportunities

ECO Journey

Legal and Administration Information

Risk Management

Staff Employment Matters

Volunteers

Reepham Archives

The Reepham Archives are housed at the Bircham Centre and contain a publicly available collection of documents, photographs, and artefacts relevant to the history and development of Reepham and the surrounding area. The purpose of the Reepham Archives is to nurture public and professional interest and an understanding of the heritage of Reepham and the local area.

The trustees of the Bircham Centre have overall financial and administrative responsibility for the management of the Reepham Archives. The trustees delegate the day-to-day management and operation of the archive to a group of volunteers, who are responsible for the storage, preservation, recording, acquisition and disposal of items and interface with archival organisations and the general public. A Memorandum of Understanding has been agreed between the Bircham Centre and the Archive group.

The Reepham Archive group have the right to appoint a representative to the Board of Trustees of the Bircham Centre. As no one wanted to take up this position, a link volunteer has been nominated to attend the Trustee Board every quarter to give a report on the activity of the archives. The current link is Charles Butcher.

The archives are maintained by a small group of volunteers and are open to the public on the first Wednesday and Saturday morning of each month or by appointment.

In November 2024, the Bircham Centre hosted a community event during which the archive group gave a presentation on 'How Reepham cared for the wounded during WWI'. This was very successful, with over 80 people attending. Following this success there are plans to hold a future event in November 2025, which will focus on the Market Square, giving the history of the buildings and businesses, along with the people and families who lived there in past years.

REEPHAM CARING FOR THE WOUNDED IN WW1

Friday 22 November 2024
7.00 pm, Town Hall, Reepham

TICKETS £5 inc cheese & wine

Discover the role Reepham played as a Red Cross Hospital during WW1

Tickets available from the following (cash only)

- Bircham Centre Office (Monday to Friday mornings)
- On the door

www.birchamcentrereepham.org

Reepham Bowling Club

Until 2020, The Reepham Town Bowling Green was the responsibility of the Reepham Society. When the society was disbanded, ownership and responsibility was transferred to the Bircham Centre charity. A Memorandum of Understanding has been agreed between the Bircham Centre and the Bowling Club.

The Bircham Centre owns the freehold of the bowling green along with the associated buildings, the title of which was transferred to the trustees of the Bircham Centre, under title number NK428204 by the Land Registry Office.

The trustees of the Bircham Centre have agreed a twenty-five-year lease to the Reepham Town Bowling Club for the green and associated buildings, including the club house, at an agreed annual rent as outlined in the lease, currently £150 per annum.

The Reepham Town Bowling Club is managed by a committee of members which reports to the trustees of the Bircham Centre. The committee is responsible for keeping the ground and buildings in a good state of housekeeping and repair, and for the security of the site.

The committee has the right to appoint one member of the committee to the Board of Trustees of the Bircham Centre, who reports to the Board at each meeting. Paul Brock currently fulfills this role.

The committee keep their own finances and provide a copy of the inspected accounts to the Board on an annual basis. The Bowling Green was added as an asset to the Bircham Centre insurance documentation in 2020. The trustees of the Bircham Centre do not accept any financial liability for the Reepham Town Bowling Club.



Currently the bowls club have around 25 members and play in 4 leagues where they finished in the top half of all leagues in 2024. Club members keep the green and premises clean and tidy all through the year. Expenditure was high in 2024 as the lawn mower had to be repaired along with the shed roof due to leaks and the shed door had to be replaced. They are currently in the process of putting up new fence panels to replace the hedge which had died.

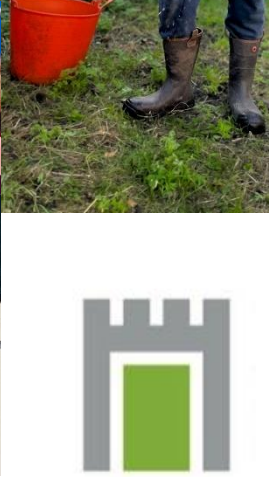
The Bircham Centre

Income & Expenditure for the Year ended 31st December 2024

	2024	2023
<u>Receipts</u>		
Hirings	17,550	13,966
Library rent	3,106	4,440
Library cleaning	2,080	1,495
200 Club	1,729	1,680
Shop	28,164	24,767
Book sales etc. (Red Box)	3,670	4,528
Donations received	2,966	5,030
Bowls Club	150	150
Sundry	345	50
Interest on deposits	1,594	1,611
	<u>61,354</u>	<u>57,717</u>
<u>Payments</u>		
Cleaning	9,492	8,906
Insurance	5,231	5,189
Water	496	406
Electricity and telephone	6,820	7,574
Accountant's report and payroll	420	360
Rates	92	95
Administration	23,827	21,370
Repairs & maintenance	3,569	8,211
Health & safety	907	1,248
Garden maintenance	6,366	6,534
200 Club	595	550
Bowling club	150	150
Sundries including marketing / event	675	-
	<u>58,640</u>	<u>60,593</u>
Surplus (2023 - deficit)	2,714	(2,876)
Grant income	36,479	40,176
Fundraising income	61,353	-
	<u>100,546</u>	<u>37,299</u>
Grant expenditure	(21,050)	(50,278)
Fundraising expenditure	(58,640)	-
	<u>(79,690)</u>	<u>(50,278)</u>
Surplus (2023 - deficit)	<u>20,856</u>	<u>(12,978)</u>

The Bircham Centre
Balance Sheet at 31st December 2024

		2024	2023
HSBC Current Account	8,334	6,050	
COIF Deposit Account	<u>53,451</u>	<u>35,357</u>	
		61,785	41,407
Debtors & prepayments		2,536	2,058
		<u>64,321</u>	<u>43,465</u>
Trust funds B/fwd		43,465	56,443
Add surplus for the year (2023 - deficit)		20,856	(12,978)
Trust funds C/fwd		<u>64,321</u>	<u>43,465</u>
Unrestricted funds		46,756	41,628
Restricted funds		17,565	1,837
		<u>64,321</u>	<u>43,465</u>



Activities at the Bircham Centre



The Bircham Centre

Income & Expenditure for the Year ended 31st December 2024

	2024	2023
<u>Receipts</u>		
Hirings	17,550	13,966
Library rent	3,106	4,440
Library cleaning	2,080	1,495
200 Club	1,729	1,680
Shop	28,164	24,767
Book sales etc. (Red Box)	3,670	4,528
Donations received	2,966	5,030
Bowls Club	150	150
Sundry	345	50
Interest on deposits	1,594	1,611
	<hr/>	<hr/>
	61,354	57,717
<u>Payments</u>		
Cleaning	9,492	8,906
Insurance	5,231	5,189
Water	496	406
Electricity and telephone	6,820	7,574
Accountant's report and payroll	420	360
Rates	92	95
Administration	23,827	21,370
Repairs & maintenance	3,569	8,211
Health & safety	907	1,248
Garden maintenance	6,366	6,534
200 Club	595	550
Bowling club	150	150
Sundries including marketing / event	675	-
	<hr/>	<hr/>
	58,640	60,593
Surplus (2023 - deficit)	2,714	(2,876)
Grant income	36,479	40,176
Fundraising income	61,353	-
	<hr/>	<hr/>
	100,546	37,299
Grant expenditure	(21,050)	(50,278)
Fundraising expenditure	(58,640)	-
	<hr/>	<hr/>
Surplus (2023 - deficit)	<u>20,856</u>	<u>(12,978)</u>

The Bircham Centre

Balance Sheet at 31st December 2024

	2024	2023
HSBC Current Account	8,334	6,050
COIF Deposit Account	<u>53,451</u>	<u>35,357</u>
	61,785	41,407
Debtors & prepayments	2,536	2,058
	<u>64,321</u>	<u>43,465</u>
Trust funds B/fwd	43,465	56,443
Add surplus for the year (2023 - deficit)	20,856	(12,978)
Trust funds C/fwd	<u>64,321</u>	<u>43,465</u>
Unrestricted funds	46,756	41,628
Restricted funds	17,565	1,837
	<u>64,321</u>	<u>43,465</u>



Section A Independent Examiner's Report

Report to the trustees THE BIRCHAM CENTRE

On accounts for the year ended 31.12.24 Charity no (if any) 242536

Set out on pages 1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity's trustees, 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed: Date: 27.02.2025

Name: IAN G. M. BOLGERD

Relevant professional qualification(s) or body

INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND & WALES.

THE BIRCHAM CENTRE

England & Wales - Charity number 242536

Accounts



**Open for All
At the Heart of Reepham**



Annual Report 2023

Introduction

In 1919 Samuel Bircham (1841-1923), a local resident and landowner, of Reepham gave the building to the town to be held in trust for the people of Reepham for use as a reading room and community meeting place. Since that time the Centre has been the hub of community life in Reepham. It currently houses a wide variety of social activities and voluntary services, including the town library, charity and pre-loved book shop, the local archives in addition to space for counselling and well-being services along with numerous local community groups, clubs and societies and a weekly country market. The building is grade II listed and fronts onto the historic marketplace at Reepham. Parts of the building date back to the Jacobean period.



The Centre is managed by a committee of up to twelve trustees, whose responsibility is to ensure that the original purpose is upheld in line with the constitution. The use of the building by the community is seen as the primary purpose of the charity. In order to achieve this, trustees are responsible for generating sufficient funds to ensure the preservation of historical building.

The trustees usually meet monthly for formal meetings and provide advice and support between meetings. During 2023 the trustees met on ten occasions, which included the Annual General Meeting in May 2023.

Legal Status and Constitution

The name of the charity is 'The Bircham Centre'. It is a charity founded by Trust Deed dated 15 August 1919. It is registered by the Charity Commission of England with the registration number 242536.

The Registered Office is The Market Place, Reepham, Norfolk NR10 4JJ.

The charity's main professional contacts and staff

Audit and Accountancy – Boldero & Co
Bankers – HSBC & COIF (Charities Investment Fund)
Insurance – Grout Insurance Brokers

The Trustees employ the following part time staff:
Centre Manager Polly Brockis (16 hours per week)
Caretaker Robert Taylor (8 hours per week) taking a medical sabbatical from November 2023 for 12 months.
Cleaning services (total of 15 hours per week)

The charity is dependent on groups of volunteers, supporters and helpers to assist with the operation of the centre. The trustees are responsible for their direction, recruitment and training. It is recognised that such assistance and volunteering is absolutely key to the operation and future of the charity.

Trustees

Les West	Chairman	2019 - present
Ian Kenvyn	Vice Chairman	2022 - present
Ian McGilvray	Maintenance Committee lead	2020 - present
Clare Kenvyn	Link for Reepham Archives	2022 - present
Carl Lamb		2020 - present
Gill Long		2020 - present
Roisin Howard		2020 – present
Emma Rossetti		2023
Sam Garnham	Chairman of Reepham Bowls Club	2019 – until September 2023

Chairman's Report

I am pleased to give this report on the activities of the Bircham Centre for 2023 and to look ahead to our plans for 2024.

I thank all the trustees for what they do to support the work of the Centre in so many different ways. On behalf of the trustees, I also thank Polly for all that she does as Centre Manager supporting the staff and users of the Centre, often going far beyond her contractual duties. Many people have a lot to thank Polly for in the way she cares and supports the different community groups and individuals.

We are blessed with a number of faithful volunteers who work in the shop, book room, garden, archives and support our Centre Manager with the charity's finances. Our particular thanks to Brenda, the shop manager, and her deputy, Judy, for the large number of hours they put in every week in the shop and others who receive and sort donations on Tuesday mornings. Also, to John and Linda in the book room and Jane and all at Eves Hill Veg Co. who lead the dedicated team of volunteer gardeners. Along with Jo and Joy who support Polly with the finance work. Without these dedicated helpers the Centre would struggle to undertake all that it does.

2023 was another busy year at the Bircham Centre and this report details what was achieved in all aspects of the Centre's work. The main project during the year was the repair of the roof and attics. This was a major undertaking both operationally and financially, but one that was successful in all respects. The project was completed on time and within budget and has secured the building for the current and future generations to enjoy and benefit from the services it provides. My thanks for the 'Pride in Place' grant and to all the people who supported the project by sponsoring a tile under the 'Raise the Roof' fundraising campaign. The local community truly got behind the project, which proves that the Bircham Centre means a lot to many people. I also wish to thank all the hirers and users of the Centre who were accommodating whilst the work was being carried out and King & Co. for working with us to limit the disruption.

Together we look forward to the many things planned for the Centre in 2024.

Administration

Personnel

Hayley Buckland, one of our cleaners, left us in September 2023 after completing course work to obtain her desired role as a teaching assistant. We were thrilled for her but sorry to see her leave. Robert Taylor our caretaker faced a cancer diagnosis, many people stepped in to help support him at the outset of cancer treatment, and we wish to thank them all. Robert is responding well to treatment but requested a sabbatical until October 2024. We now have Richard Howard covering maintenance duties on a temporary contract.

Communication and Marketing

With funds from the revenue element of the Pride in Place roof repairs grant we were able to employ Brenda Gostling (Marketing Consultant) and streamline our communications and social media. Brenda worked with Alec Moss, Business Webpage Ltd to provide us with a new website. We are very grateful to them both. Their work has made an enormous difference to our on-line presence. It has been agreed that the communication service, which supports the Centre Manager role, will continue.

Hires and Events

The centre had 74 named hirers on the books through 2023, these range from local groups and organisations who use the centre to meet, to individuals who rent a room by the hour for a wide range of services, such as counselling services, a photo shoot, a hot desk and an interview space. Some groups are based here, some come to use the rooms and garden facility as and when required. We remain the site for local elections and offer support services to the local council where possible e.g housing the condolence book for HRH Queen Elizabeth II.

As well as providing temporary space and hospitality we permanently house the Reepham Library and Reepham Archive, essential services for our community. The Bircham Centre supports many local events and works in partnership whenever possible. In 2023, for the first time, we took a stall out to the Reepham Music Festival to publicize our Raise the Roof Campaign but also to widen the knowledge of what the Bircham Centre is and does. Through 2023 we assisted our local artists and makers (RAMs) in the attainment of a small grant and helped them organise a series of free workshops in the centre and garden, we worked with the Reepham LIONS to host a free family Norfolk Day celebration. Supported RAMs in an exhibition of their artistic talents. We took a stall out to the Forgotten Fabric Sale, held a Vintage Sale, initiated monthly Jumble Sales, organised another series of Walled Garden Talks, hosted numerous AGMs and social gatherings for local organisations and hosted our first wedding in the garden. Through partnership working with Eves Hill Veg Company, we hosted a series of planting and propagation workshops. Weekly we facilitated volunteer gardening activities and monthly open Archive days. The Bircham Centre participated in the Reepham Christmas Tree Festival held in the church, decorating two trees, one jointly with the Reepham Library. We also supported the Car Festival, Festival of Light and Reepham Food Festival

From November 2022 the Centre opened its doors for Mental Health Awareness Day offering a place for people to meet within a warm space. We were later the grateful recipients of a grant which allowed us to continue to provide this service to the community on Monday mornings, staffed by volunteers. This initiative was clearly appreciated by the community. Although the initiative officially finished at the end of March 2023, the trustees decided to continue providing this service to the community for the rest of the year.

In November 2023 we received a further grant from the 'Surviving Winter Fund' to cover the period until the end of March 2024. Again, the trustees decided to continue with this community provision until the end of June, when there will be a break during the summer and restart again in October.

We have changed the name of this initiative to 'Community Together'. This, we feel, better describes the service we are providing for the community. A place for people to meet together.

Charity Shop

2023 has been a good year for the shop. Tuesday donation day has seen many good quality items coming in and a big thank you to Gill, Keven, Julie, and Paul for all their support and hard work in sorting items.

The shop has seen many new customers as a result of Bread Source opening in the Dial House and of course our regular customers who love coming to the shop, sometimes just for a chat. Our monthly jumble sale is proving very popular.

The events in the Market Place during the year helped boost our profits, especially the Food Fair, Festival of Light, Vintage Car Festival and the Music Festival.

I would like to thank Julie Smith who organised the Vintage Fair for us and for also selling items on E-Bay and the Vintage Fairs she attends.

A big thank you also to all our wonderful volunteers who give their time and support in helping the shop being the success that it is. So, thank you Judy, Judith, Rosie, Tamara, Beth, Lynda and Linda.

Also, a big thank you to Robert, our caretaker, who built the shelving units in the bookstore, which has given us extra space for shop storage. Also thank you to Milo for helping Robert. We all wish Robert a speedy recovery and hope to see him return soon.

A very big thank you to Polly for her support and help during the year. She had stalls at the Music Festival and the Material Sale at Whitwell Station, which made more money for the shop and also for her ideas and help during the year. Also a big thank you to her family for their help and support, especially Kodi or 'toy expert'.

Brenda Green – Shop Manager

Aims and Objectives for 2024

In 2021, the Trustees of the Bircham Centre produced and agreed a strategic document which outlined the aims and objectives of the charity for the period 2021 – 2026. The document explained the nature of the activities that the centre undertakes, its history, management structure, and financial position. The aim of the document was to state and consolidate Bircham Centre values and to demonstrate the economic management of those values.

The document restates the primary purpose of the Charity; to provide services that benefit the community and to ensure the preservation of the grade II listed building for present and future generations.

For each year of the five-year period, the Trustees will develop and agree a working plan in line with the overall aims and objectives contained in the strategic document. This document outlines the work plan for 2024 under the following five categories.



Community

Achieved in 2022/2023

- The Centre continued to provide a programme and involvement with community events, including celebration of Norfolk Day, Festival of Light, Reepham Car Festival and Music Festival, working in partnership with other local groups.
- The Centre took an active part in the celebrations for the Queen's Platinum Jubilee and the Coronation of Charles III within the town.
- A 'Warm Space' community meeting place was established at the Bircham Centre on Monday mornings.
- Formed links with the Reepham Artist Makers supporting a grant application and hosting workshops and exhibition for local artists.
- The Centre engaged a Marketing and Communication Manager, to increase its communication and engagement with the local community and beyond.
- A new website was designed and launched.
- An information leaflet was produced informing people about the Centre and advertising the services it offers.
- A community event was held to celebrate the completion of the roof repairs and to thank those who gave to the funding campaign.
- Walled Garden talks took place again during early summer.
- The Centre had a stall at the Forgotten Fabric Sale and the Reepham Music Festival to widen our exposure and support these local initiatives.
- The Centre decorated trees at the Reepham Christmas Tree Festival.

Plans for 2024

- To increase the number of trustees and volunteers, to provide additional support for the work of the charity.
- The Centre will continue to provide a programme of community events, working in partnership with other local groups.
- The Centre will look for opportunities to widen the use of the Centre to new ventures and events.
- The Centre will continue to support existing groups who use the Centre and look to increase the number of new groups and individuals using the Centre.
- The Trustees will market the Centre and the activities carried out, wider than the local community.
- The Centre will take part in a school liaison day with Reepham High School.

Building

Achieved in 2022/2023

- Redecorated the hallway to provide a more welcoming entrance to the building.
- Renewed the notice boards to share community information in a more attractive way.
- As part of the refurbishment of the hallway, we were proud to have twinned our two toilets, one with a latrine in Zambia and the other with a latrine in Malawi. This was another example of the Reepham local community reaching out to people in need in developing countries.
- Created a potting area to propagate plants locally for use in the garden.
- Created a new working space for counselling and therapy services in Room 12 'The Study' which increased the income from hirers.
- Moved the Centre Administration Office upstairs to Room 11.
- Increased the storage space for the shop and books.
- Removed the dying holly tree from the front of the building.
- Completed major repairs to the roof and attics.
- Maintaining bat access and adding swift boxes to support local wildlife.

Plans for 2024

- To undertake the first phase to resolve the drainage problem at the front of the building.
- To redesign and improve the appearance of the front gardens.
- To carry out repairs to the windows.
- To improve the decoration and appearance of The Front Room (Room 7) to make it more attractive for hire.
- To carpet the main stairs.
- To investigate options for improved access to the garden.

Funding

Achieved in 2022/2023

- A new lease was negotiated for Room 10.
- Increased rent was successfully negotiated with the County Library Services.
- The charity registered for Gift Aid and put a process in place to claim gift aid on donations.
- Registered with paypal and began receiving donations through this portal.
- Obtained a number of grants to support the work of the Centre and garden development.
- The charity received a major grant from the 'Pride in Place' scheme to support the cost of repairs to the roof and attics.
- The Centre launched a successful funding campaign 'Raise the Roof' and a Just Giving' page to raise funds for repairs to the roof.

Plans for 2024

- To agree a balanced budget for 2024.
- To increase the income from the shop, books and hiring of rooms.
- To consider other ways of increasing the income of the Centre.
- To reduce operating costs where possible.
- To identify funding opportunities and make applications to support the maintenance repairs to the building and core operating costs.
- To promote legacy giving.

Well-Being

Achieved in 2022/2023

- The Centre supported staff, volunteers, and users of the Centre as needs were identified.
- Building on the success of the garden talks the Centre offered a further programme in 2022 and 2023 to help people to come together and learn about ways of nurturing themselves, our community, and our environment.

Plans for 2024

- To continue to support staff, volunteers, and users of the Centre to ensure that their well-being is considered as far as resources allow.
- To arrange a further programme of gardens talks during the summer, being people together to learn about different ways of being part of the community and forging links with other organisations.

Environment

Achieved in 2022/2023

- As part of the repairs to the roof, insulation was installed to improve the efficiency of the building and reduce costs.
- Access for bats were created and boxes for swifts installed.
- Our Volunteer Gardeners worked with the councils “Master Composters” to arrange a morning workshop on seed swapping, seed sowing and composting.
- Gardening workshops with Eves Hill Veg Co initiated.

Plans for 2024

- Continue to improve our environment commitment of the organisation from procurement and activities and embed it in our core and strategic values.
- To monitor and attempt to reduce energy consumption.
- Provide a pollinator bed in the garden.
- With support of the ‘Greening Our Community’ grant and assistance from the Reepham Scouts and King & Co we intend to install a series of compost bays.

Maintenance of the Building

A building of this age needs continued maintenance. In 2021, the Trustees commissioned a quinquennial inspection of the building. This detailed the work required to the building, over the following five years, in order to keep it in good repair and available for the current community and future generations to benefit from the services it provides.

We prioritised the work required and produced an action plan for each year. During 2023 we carried out major repair works to the roof and attics in order to address the water ingress and damp problems. This work costed £42,000 and has now been completed on time and within budget.

The Centre was successful in obtaining a grant of £23,000 from the ‘Pride in Place’ initiative managed by Broadland and South Norfolk District Councils towards this work. (£20,500 capital and £2,500 revenue costs).





This required us to find match funding for the project. The trustees therefore launched a fund-raising campaign 'Raise the Roof' on 31 March 2023 and challenged the local community to raise £10,000 by sponsoring a tile. A Just Giving page was set up to help people to donate to the fund-raising campaign.

The revenue fund was used to support the management and the communication strategy for the fund-raising campaign Also to produce a new information leaflet explaining the purpose of the Bircham Centre and the facilities it provides. Along with funding to provide a community event to celebrate the completion of the work.

As there were signs of bat activity in the attic spaces before work could start a bat survey was required in order to gain a license. This was undertaken and it was found that only one bat had made it's home at the Bircham Centre. Following a completion, the bat was named 'Atticus' and a picture of Atticus was produced by Alfie B aged 7 following a further completion for young people.

The work on the roof was carried out by King & Co. and. completed on time and within budget. A community event was held on 17 November 2023 to celebrate the completion of this major project and to thank all those who supported the project financially.



During the year a number of changes were made to the use of rooms within the Centre. The counselling space was moved into room 12 and redecorated. This allowed the administration office to move upstairs to room 11. In turn this freed up space for additional storage for the shop and books on the ground floor. Our thanks to Robert Taylor for designing and building the new shelving for the bookstore. The trustees agreed to name each of the rooms, so that users of the Centre could identify them easier.

The trustees received permission from the Planning Department to remove the holly tree at the front of the building as it was dying. It is planned to tidy up this area and an ornamental tree in a large pot was provided in memory of Brenda Palmer, a great supporter of the Bircham Centre, funded by a donation given by her husband, John.

Financial Position

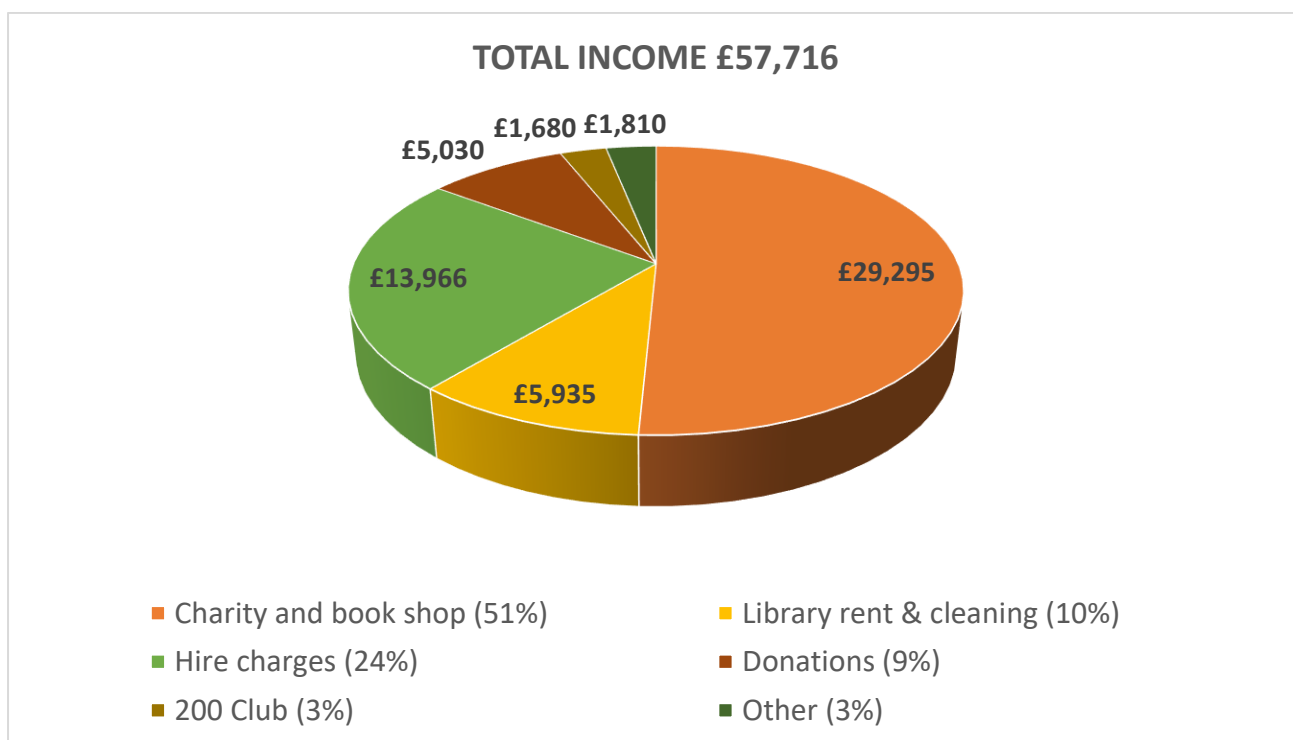
Sadly, no legacy was left to maintain the building and garden, so it relies heavily on the hard work of its volunteers and on donations. The major income comes from the charity and pre-loved book shop along with rent and hire charges from the various groups and individuals who use the building.

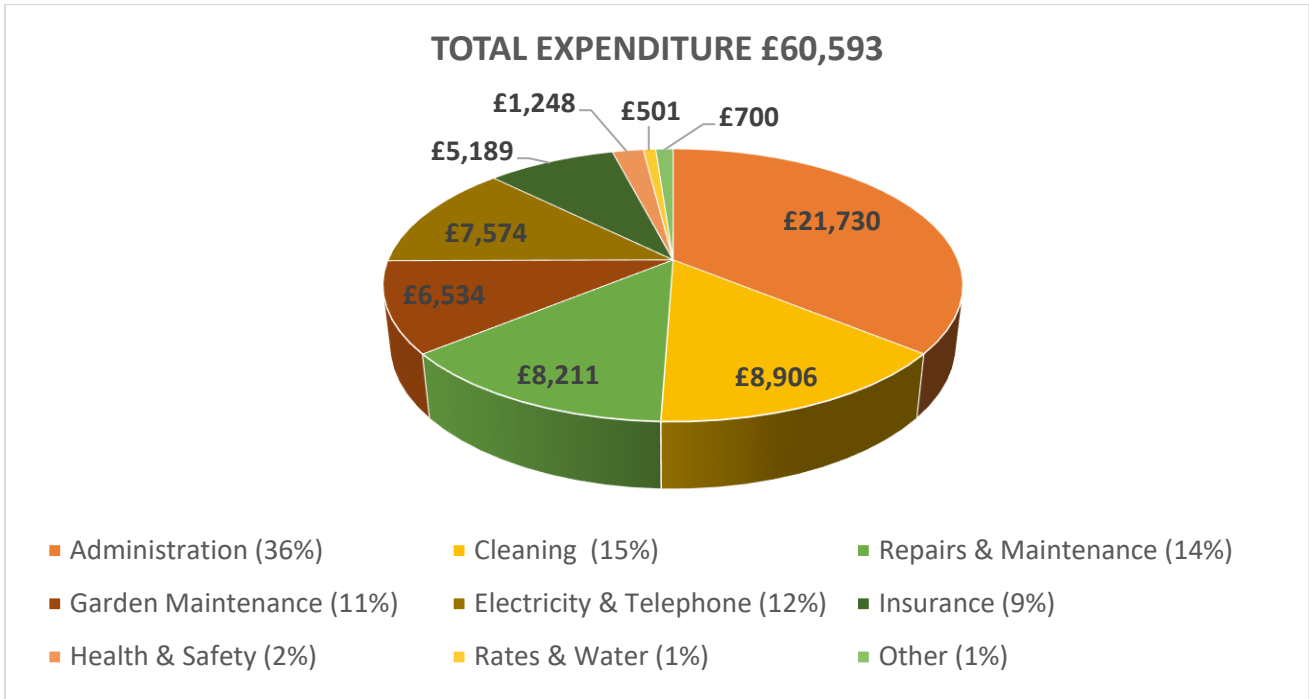
In 2023 the total income was £57,716 (£46,849 in 2022).

The total expenditure for 2023 was £60,592 (£54,668 in 2022)

Once the designated and grant income and expenditure was taken into account the result was a deficit for the year of £12,978, compared with a surplus of £6,536 in 2022. This was due mainly to the major work undertaken to the roof and the way that expenditure from grants achieved in 2022 were accounted for in 2023.

The total funds available at the end of 2023 was £43,464 compared with £56,443 the previous year.





The accounts for 2023 have been audited by Boldero & Co. and can be found at Appendix A. We wish to thank Ian and Nicola for their support with the accounts and payroll and propose that we engage them for 2024.

The Centre is a not-for-profit charitable organisation and with careful management, it just about breaks even each year, but this does not allow for major repairs to the building, which have to be funded by grants.

During 2023, the charity was pleased to receive grants from the following organisations and grant making bodies:

Pride in Place Community Grant – Broadland & South Norfolk District Councils

Barratt Family Charitable Trust

The Lady Hind Trust

Norfolk Community Foundation

Reepham Festival

Reepham WI

Reepham Rotary

Reepham Life

Blackmore Foundation (SPAR)

The Co-Op

Reepham Town Council

In addition to the grants, the Centre received donations during the year from individuals which the Trustees were very thankful for. Also, to the many members of the 200 Club who continue to support the Centre financially.

Reserve Policy

The Trustees aim to obtain sufficient funds each year so that the maintenance of the building and the work of the charity can continue and develop.

The Trustees aim to keep a reserve of at least 50% of annual expenditure.

Safeguarding

During 2023 there were no safeguarding matters brought to the attention of the trustees.

The trustees reviewed and updated its safeguarding policy in March 2023, which is available on the website.

Health and Safety

During 2023 there were no reportable Health and Safety incidents reported to the trustees. The trustees monitor the Health and Safety of its employees, volunteers and users of the Centre on a continuous basis, which is a standing item of the trustees' agenda. Health and Safety is led by the trustees one of whom, namely Carl Lamb, has ultimate responsibility in this area.

The trustees reviewed and updated its Health and Safety policy in March 2023, which is available on the website. Within this Policy Statement the trustees recognise their duties and obligations in ensuring the health, safety, and welfare of its employees, volunteers and all those who use the Centre including visitors and contractors.

Reepham Archives

The Bircham Centre and the Reepham Society amalgamated their respective archives in 2014 to establish a publicly available collection of documents, photographs, and artefacts relevant to the history and development of Reepham and the surrounding area. In 2019. When the Reepham Society ceased to exist, its assets and funds were transferred to the Bircham Centre charity. A Memorandum of Understanding has been agreed between the Bircham Centre and the Archive group.

The purpose of the Reepham Archives is to nurture public and professional interest and understanding of the heritage of Reepham and the local area.

The Trustees of the Bircham Centre have overall financial and administrative responsibility for the management of the Reepham Archives. The Trustees delegate the day-to-day management and operation of the archive to a committee of archive volunteers for the storage, preservation, recording, acquisition and disposal of items and interface with archival organisations and the general public.

The Reepham Archive Committee has the right to appoint one archive volunteer or member of the Archive Committee to the Board of Trustees of the BC, who should give a report to the Board at each meeting. If the Archive Committee does not take up this right, the Board of Trustees will nominate a designated Trustee as a formal representative and act as the link to the Trustee Board. This Trustee has the right to attend Archive Committee meetings. Clare Kenvyn is currently the link Trustee.

It has been another productive year for the team of volunteers working in the Reepham Archive, which is open to the public on the first Wednesday and Saturday of each month, 10am-12noon. A wide range of materials, including photographs, documents and maps have been added. These provide the basis for regular articles that are published locally online as well as material for the calendar which is produced annually in partnership with Reepham Life. In addition, this year the team have begun to work on the creation of a Town Trail (it is proposed that there will be both an Adult and a Children's version) focused around the Market Square, Churches and Back Street. It may be extended and expanded in the future. The Archive is also looking forward to welcoming Year 7 pupils from Reepham High School next month as part of their visit to the Bircham Centre and hopes that this marks the beginning of a closer connection with the school.

Reepham Bowling Club

Until 2020, The Reepham Town Bowling Green was the responsibility of the Reepham Society. When the society was disbanded, ownership and responsibility was transferred to the Bircham Centre charity. A Memorandum of Understanding has been agreed between the Bircham Centre and the Bowling Club.

The Bircham Centre owns the freehold of the bowling green along with the associated buildings, the title of which was transferred to the trustees of the Bircham Centre, under title number NK428204 by the Land Registry Office.

The trustees of the Bircham Centre have agreed a twenty-five-year lease to the Reepham Town Bowling Club for the green and associated buildings, including the club house, at an agreed annual rent as outlined in the lease.

The Reepham Town Bowling Club is managed by a committee of members which reports to the trustees of the Bircham Centre. The committee is responsible for keeping the ground and buildings in a good state of housekeeping and repair, and for the security of the site.

The committee has the right to appoint one member of the committee to the Board of Trustees of the Bircham Centre, who reports to the Board at each meeting. Sam Garnham fulfilled this role until he resigned as a trustee in September 2023. Paul Brock took over this role when he became a trustee in January 2024.

The committee keep their own finances and provide a copy of the inspected accounts to the Board on an annual basis. The Bowling Green was added as an asset to the Bircham Centre insurance documentation in 2020. The trustees of the Bircham Centre do not accept any financial liability for the Reepham Town Bowling Club.

Paul Brock reports that 2023 was a good season for the club. They played in three leagues, finishing second in the Age UK afternoon league, fourth in the Dereham league and third in the Elmham league. Members of the club maintain the green and the garden areas, which are looking good. Liability insurance is in place. The new season will start with an opening day on Saturday 13th April at 2 30pm.

All members of the club would like to thank the the Bircham Centre for their continued support.



The Bircham Centre

Income & Expenditure for the Year ended 31st December 2023

	2023	2022
<u>Receipts</u>		
Hirings	13,965.72	10,641.50
Library rent	4,440.06	2,736.50
Library cleaning	1,495.00	1,495.00
200 Club	1,680.00	1,272.00
Shop	24,767.18	20,987.71
Book sales etc. (Red Box)	4,527.75	6,583.57
Donations received	5,030.36	2,018.55
Bowls Club	150.00	150.00
Sundry	49.64	11.28
Interest on deposits	1,610.82	432.66
Archive Room	-	520.50
	<hr/>	<hr/>
	57,716.53	46,849.27
<u>Payments</u>		
Cleaning	8,906.19	9,539.30
Insurance	5,189.38	4,388.73
Water	406.08	417.89
Electricity and telephone	7,573.80	8,133.26
Accountant's report and payroll	360.00	420.00
Rates	94.72	230.40
Administration	21,370.00	17,447.89
Repairs & maintenance	8,210.80	6,985.13
Health & safety	1,248.16	755.69
Garden maintenance	6,533.70	5,243.06
200 Club	550.00	530.00
Bowling club	150.00	150.00
Sundries	-	427.19
	<hr/>	<hr/>
	60,592.83	54,668.54
Deficit	(2,876.30)	(7,819.27)
Grant expenditure	(50,277.75)	(11,110.87)
	<hr/>	<hr/>
	(53,154.05)	(18,930.14)
Add Grant income	40,175.60	25,467.00
	<hr/>	<hr/>
Deficit (2022 - surplus)	(12,978.45)	6,536.86
	<hr/> <hr/>	<hr/> <hr/>

The Bircham Centre

Balance Sheet at 31st December 2023

		2023	2022
HSBC Current Account	6,049.73	13,982.25	
COIF Deposit Account	35,357.34	41,246.53	
		<u>41,407.07</u>	<u>55,228.78</u>
Debtors & prepayments		2,057.76	1,214.50
		<u>43,464.83</u>	<u>56,443.28</u>
Trust funds B/fwd		56,443.28	49,906.42
Less Deficit for the year (2022 - surplus)		(12,978.45)	6,536.86
Trust funds C/fwd		<u>43,464.83</u>	<u>56,443.28</u>
Unrestricted funds		41,628.32	44,660.72
Restricted funds		1,836.51	11,782.56
		<u>43,464.83</u>	<u>56,443.28</u>



Section A

Independent Examiner's Report

Report to the trustees

THE BIRCHAM CENTRE

On accounts for the year ended

31.12.23

Charity no (if any)

242536

Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity's trustees, 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

19.03.2024

Name:

IAN G.M. BOLDERO

Relevant professional qualification(s) or body

INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES

THE BIRCHAM CENTRE

England & Wales - Charity number 242536

Accounts

Minutes of the Annual General Meeting
held on Monday 22 May 2023 at 7.00pm at
THE BIRCHAM CENTRE

Trustees Present

Les West (Chair), Dr Ian Kenvyn (Vice Chair), Clare Kenvyn, Ian McGilvray, Carl Lamb

Members of the Public

Brenda Green, Barry Baker, Brenda Gostling, Judy Smith, Jan Henry

Apologies

Gill Long (Trustee), Polly Brockis (Centre Manager), Sam Garnham (Trustee); Roisin Howard (Trustee)

Minutes of the AGM held 25 April 2022

Approved and signed by Les West

Matters Arising

All dealt with in the reports

Annual Reports

Chairman's Report (attached)

Reserve Policy/Safeguarding/Health and Safety (attached)

Operation and Administration (attached)

Archive Report (attached)

Community Partnership

Ian Kenvyn gave a verbal report. He highlighted the fact that since the pandemic many volunteers had not returned and therefore there was a great shortage of people nationally who were willing to volunteer across a wide range of organisations and charities, The same situation was the case locally in Reepham. He explained that the Community Partnership had been set up to try and engage with local residents to fill the gaps. The group had mapped the requirements and provided information sheets about the different opportunities to volunteer.

Brenda Green suggested that it might be worth having a table in the Bircham Centre during the Food Festival on Sunday to advertise the initiative.

Ian went on to inform the meeting that the walled garden talks at the Bircham Centre were due to start on Tuesday lunch times from 6 June until 4 July at 12.00 noon. The theme of the talks this year was connections with speakers considering the connections between people, community, place and material items.

Finance Report (attached)

The meeting accepted the financial accounts for 2022 and thanked Ian Boldero for financial support and work in auditing the accounts. The meeting agreed to appoint Ian Boldero & Co as the examiner for the next year.

Public Participation

Jan Henry informed the meeting that she had been instrumental, many years ago, in driving forward the restoration of the building including the roof when it was in a very poor condition. She wanted to congratulate the trustees on the current operation of the Centre and all that is being done to upkeep the building. The Chairman thanked Jan for her kind words and support.

Brenda Green commented that there was no report on the charity shop and books, as there was no trustee responsible for the overview of this important part of the Centre's activity and income. The Chairman informed the meeting that the trustees recognised this and were keen to rectify it as soon as further trustees were appointed. Brenda said that the shop had trialled a period of opening additionally on Friday afternoons, which had proved to be beneficial. As this was now part of the shop's regular opening times, it would be advertised. In addition, she pointed out that storage was still an issue for the shop. The Chairman pointed out that as soon as the new shelving was completed for the storage of books more space would become available for the shop.

Carl Lamb pointed out the availability of AI software platform solutions for grant applications. This would be discussed and considered by the trustees.

Nominations of Trustees

There were no nominations from nominating bodies., However the board had received interest from two prospective trustees which were being followed through.

The meeting closed at 8.00pm.

The formalities of appointing the Chair and Vice Chair would be dealt with at the next trustee meeting on 12 June 2023. All the trustees present were happy to continue for a further year and signed the nomination sheet.



At the Heart of Reepham
Open for All



Annual Report 2022

Introduction

The Bircham Centre was left in trust to the residents of Reepham and the surrounding area by Samuel Bircham in 1919 as a reading room and community meeting space for charitable purposes.

The Centre is managed by a committee of twelve trustees, whose responsibility is to ensure that the original purpose is upheld in line with the constitution. In order to achieve this, trustees are responsible for generating sufficient funds to ensure the preservation of the grade II listed building, so it is available for present and future generations to benefit from the services it provides. The use of the building by the community is seen as the primary purpose of the charity. The trustees usually meet monthly for formal meetings, and provide advice and support between meetings.

Legal Status and Constitution

The name of the charity is 'The Bircham Centre'. It is a charity founded by Trust Deed dated 15 August 1919. It is registered by the Charity Commission of England with the registration number 242536.

The Registered Office is The Market Place, Reepham, Norfolk NR10 4JJ.

The charity's main professional contacts and staff

Audit and Accountancy – Boldero & Co
Bankers – HSBC & COIF (Charities Investment Fund)
Insurance – Grout Insurance Brokers

The Trustees employ the following part time staff:
Polly Brockis - Centre Manager (16 hours per week)
Robert Taylor - Caretaker (8 hours per week)
Three cleaners (total of 15 hours per week)

The charity is dependent also on groups of volunteers, supporters and helpers to assist with the operation of the centre. The trustees are responsible for their direction, recruitment and training. It is recognised that such assistance and volunteering is absolutely key to the operation and future of the charity.

Trustees

Les West	Chairman	2019 - present
Ian Kenvyn	Vice Chairman	2022 - present
Ian McGilvray	Maintenance Committee lead	2020 - present
Clare Kenvyn	Link for Reepham Archives	2022 - present
Barry Barker		2019 - 2022
Louisa Dreisin		2019 – 2022
Sam Garnham	Chairman of Reepham Bowls Club	2019 - present
Carl Lamb		2020 - present
Gill Long		2020 - present
Roisin Howard		2020 - present
Sarah Fisher		2021 - 2023

AGM Chairman's Report

Welcome to the 2023 annual meeting which reports on the activities of the Bircham Centre for 2022. It was a year of further recovery from the pandemic, supporting community groups and individuals by providing activities and services to encourage them to take advantage of all that the Centre has to offer. I have to say we are not there yet, as things have not totally returned to pre-covid times, but we are moving in the right direction.

We sat in this room a year ago and thanked Stuart Lane and Julie Smith for their service as trustees as they reached the end of their term of office. Little did we know that within two months we would learn of the sudden death of Stuart. This came as a great shock to all of us. Stuart was not only the Vice Chairman of the Board of Trustees, but also the link trustee for the archive group and a member of the maintenance subcommittee. He has been greatly missed and I am pleased to report that the trustees have decided to honour his service to the Centre by naming the archive rooms the 'Stuart Lane Suite'.

During the year we also thanked Barry Barker and Louisa Dreisin who resigned as trustees. We welcomed Clare and Ian Kenvyn as new trustees. I thank all the trustees for what they do to support the work of the Centre in so many different ways. On behalf of the trustees. I also thank Polly for all that she does as Centre Manager supporting the staff and users of the Centre, often going far beyond her contractual duties. Many people have a lot to thank Polly for in the way she cares and supports the different community groups and individuals. Our thanks also to Robert, our caretaker, for his care of the building and to our cleaners, Sammy, Tina and Hayley.

We are blessed with a number of faithful volunteers who work in the shop, book room, garden, archives and our finances. Our particular thanks to Brenda, the shop manager, and her deputy, Judy, for the large number of hours they put in every week in the shop. Also, to John and Linda in the book room and Jane, who leads the dedicated team of voluntary gardeners. Without these dedicated helpers the Centre would struggle to undertake all that it does.

During the year the trustees met on ten occasions, which included the Annual General Meeting and a strategy meeting to consider the way forward which culminated with the formation of an action plan for the year. As a result of this, the trustees decided to engage a local part-time Communication and Marketing Consultant, to develop our communication strategy along with the development of a new website. It is good to have Brenda Gosling as part of the team and we have seen the benefits from her work, since the new website was launched.

During the year we have had a number of changes to tenants and room uses. The group of ladies who run 'The Birch', the hot desk facility in Room 10, gave us notice that they felt it was not viable. We completed negotiations with Ian Boldero financial services to take over the lease for Room 10 on a long-term basis. Also, the Diocese of Norwich gave us notice that they no longer needed Room 12 as the parish administration office. This meant that Reverend Helen and Annabelle, the Parish Administrator, moved out at the end of the year. We were sad to lose Helen and Annabelle from the Centre. However, this gave us an opportunity to review the use of the rooms upstairs. The Trustees decided to refurbish Room 12 and move the counselling services from Room 11 to Room 12. Since then, we have noticed an increase in the hire of this space. Room 11 then became available for use as the Centre office, which created a much better space for Polly, as the Centre Manager. In turn these changes will also provide additional storage space for the shop and books downstairs, once the work to build new shelving has been completed.

A major project during the year was the refurbishment of the hallway and replacement of the noticeboards. This work was funded as part of a grant from the Community Lottery Fund and now provides a much better and brighter welcome to visitors to the Centre. As part of the refurbishment of the hallway, we were proud to have twinned our two toilets, one with a latrine in Zambia and the other with a latrine in Malawi. This was another example of the Reepham local community reaching out to people in need in developing countries. During the year the trustees also commissioned an engineering survey in order to investigate the drainage issue at the front of the building. Having received this report, the trustees now understand the problem, however, due to other priorities work to rectify this matter has been put on hold at present.

The main purpose of the Bircham Centre charity is to provide services and space for the local community in Reepham and the surrounding area to meet and also to maintain the Grade II listed building given to the town in 1919, to ensure it is available to current users and future generations.

During the year, the Trustees were successful in obtaining a grant from the National Lottery to help the Centre recover and re-engage with the local community following the pandemic. After the success of the garden talks in 2021, the Trustees arranged a further series of talks in 2022, which were well attended. Thanks go to Ian and Clare Kenvyn for organising these, supported by Polly. These have now become a regular feature. During the year the Centre hosted a number of other community events, including a family event to celebrate Norfolk Day in conjunction with the Lions.

From November the Centre took part in the Winter Warmers initiative funded by a Norfolk Community Foundation grant, to open places for people to meet within a warm space. We made available the Bircham Centre on Monday mornings, staffed by volunteers. This initiative was clearly appreciated by the community as we had an average of 15 people using the facility every week. Although the initiative officially finished at the end of March 2023, the Trustees decided to continue providing this service to the community.

In addition to the grants, the Centre received donations during the year from individuals totaling £12,018, which the Trustees were very thankful for. Also, to the many members of the 200 Club who continue to support the Centre financially. The Centre also acted as a channel for other bodies to obtain grants from Broadland District Council, including Reepham Artists and Makers and the newly formed Reepham Community Partnership, which the Centre is part of.

Plans for 2023

I am pleased to report that we have been successful in obtaining a grant of £20,000 from the 'Pride in Place' initiative managed by Broadland and South Norfolk District Councils for urgent repairs to the roof and attic spaces. This requires us to find match funding for the project. The trustees therefore launched a fund-raising campaign 'Raise the Roof' on 31 March 2023. I am pleased to report that we are halfway towards our target of £10,000. There is still some way to go, but we have got off to a good start. The last half is always much harder than the first half. With our funding authority's agreement, we have now let the contact for the repair work to King & Co. and look forward to the work being completed over the summer period.

The holly tree at the front of the building will be cut down. We received permission from the Planning Department to remove the tree as it is dead. This will create space for the roof repairs at the front of the building to be carried out. Once the repairs have been completed, it is planned to tidy up the area and provide an ornamental tree in a large pot in memory of Brenda Palmer, a great supporter of the Bircham Centre, funded by a donation given by her husband, John.

Reserve Policy

The Trustees aim to obtain sufficient funds each year so that the maintenance of the building and the work of the charity can continue and develop.

The Trustees aim to keep a reserve of at least 50% of annual expenditure.

Safeguarding

During 2022 there were no safeguarding matters brought to the attention of the trustees.

The trustees reviewed and updated the safeguarding policy in March 2023, which is available on the website.

Health and Safety

During 2022 there were no reportable Health and Safety incidents reported to the trustees. The trustees monitor the Health and Safety of its employees, volunteers and users of the Centre on a continuous basis, which is a standing item on the trustees' agenda. Health and safety is led by the trustees one of whom, namely Carl Lamb, has ultimate responsibility for this area.

The trustees reviewed and updated its Health and Safety policy in March 2023, which is available on the website. Within this Policy Statement the trustees recognise their duties and obligations in ensuring the health, safety, and welfare of the employees of the centre along with volunteers and anyone else who may be affected by the centre's activities including visitors and contractors.

Operation and Administration

The effects of COVID and lockdown continued to be felt through 2022 but a pattern of regular schedules, reporting and hirings returned. The new poster sites installed in the hall became a focal point of information, enabling us to share what goes on in the community and centre. A number of the organisations we had previously partnered with for charity shop overstock did not make it through the pandemic, however we still continue with the ethos of recycling and re-use with donations unusable to us going out to too many agencies. These include the Helen and Douglas Hospice, The Rage Rooms, St Martins's, World of Books and the local clothing banks for the Fire Fighters and Town Council. Certain collection services began again with the centre being used as a central hub for old spectacles, hearing aids and stamps, these all went out to benefit wider communities internationally.

Our volunteer gardeners continued grow edible produce in the allotment and this was put out for free and gratefully received by the community. Use of the Bircham Garden rose through lockdown and that trend continued through 2022 The LIONS gifted new benches for the frontage and that space is now another community gathering spot.

Thanks must be noted to Bev Hurley for facilitating a strategy meeting for the board, the discussions helped us all focus on priorities and requirements moving forward through the year.

Two volunteer Treasurers, Jo Smith and Joy Pickering provide invaluable support. Over 2022 the standard monthly accounting was added to with grants from the National Lottery Community Fund, Norfolk Community Foundation, district and local councils. We are increasingly aware that to do anything additional to basic opening we need to acquire additional funding, appreciate all the support we receive and have adapted to systems where time is utilised in sourcing and applying for grants.

We registered for Gift Aid in 2022 and began reclaiming VAT on financial donations, this provides an additional 25p for every £1 cash donated.

Trustees stepped down during the year and gaps they left in operational requirements have been absorbed where possible, but we do need additional help.

Sincere thanks go to Les and the board for all their continued time and care for the Bircham Centre.

Financial Report

Income for the year is shown as £46,849.2, £10,000 up on 2021. We have been the grateful recipient of grants and significant large donations this year.

Expenditure was 4.6K more than the previous year. The most obvious line of increase shows in electricity and telephone. Although we have been affected by the raised utility costs we had secured a fixed deal through to Oct 2024, which has buffered us from worse

effects, a percentage of the increase difference is down to the increased amount of time we were able to open in 2022.

The deficit shows as £7669.27 but inclusion of the various grants and pre agreed move of 5K from our reserves towards maintenance and refurb requirements gives a positive bottom line of £6536.86. It should be stated that at the point of audit certain grants had not closed down so expenditure against those was due to come out. Significant bills for the hallway were not received until January. With predicted expenditure for those items our management accounts indicated a working deficit of 1K end of year.

The Bircham Centre would like to thank Ian Boldero & Co for financial support and work in auditing our accounts and would like to hereby appoint them as the examiner for the next financial year.

Administration & Finance Reports: Polly Brockis Centre Manager

Archive Report

The Archive continues to be run by a small group of volunteers. The archive rooms are open weekly on a Wednesday morning for volunteers to undertake a range of activities, and is open to the public on the first Saturday and Wednesday of each month (as well as by appointment). There were some changes to the running of the Archive during the year, for a number of reasons. Ann Middlemas, who was a central member of the Archive volunteer team stood down as a volunteer, as did Jenny Harding the Archive Administrator. The remaining and new volunteers now work with a flat structure covering tasks on an 'as and when' basis and have reduced their monthly meeting cycle to a quarterly cycle. Furthermore, very sadly Stuart Lane - trustee and vice-chair of the Bircham Centre - died unexpectedly and was replaced by new trustee Clare Kenvyn as the link between the Archive and Bircham Centre. The Archive would like to thank Stuart and all the volunteers, past and present, for their contributions. The Archive is also grateful to the Bircham Centre and Polly Brockis for all ongoing financial and other support.

The Archive seeks to raise awareness of its resources and encourage visitors in a variety of ways. It now has a banner that advertises its opening, which is displayed on the Bircham Centre railings. The Archive has benefited from the revamp of the Bircham Centre's website and the cross-linkages. Social media presence is maintained through the Archive's own website and facebook pages, with regular articles to provoke interest. Enquiries have been received from a number of people, covering a range of topics.

Over the year effort has been put into developing links within the community. A meeting was held with the Reepham Lions about the potential for some collaborative work, however the small number of volunteers currently involved in the archive is a barrier to taking this further. The Archive has also had contact with the Primary School, one of whose year groups was studying the 1950s as a topic. A pupil from the High School also accessed the resources in the Archive for an assignment.

One of the principle activities of the volunteers is the sorting and sifting of existing and newly donated documents. During the past year the team has completed the scanning of documents into the Omeka database; this is a fantastic searchable resource which can be accessed remotely as well as from within the Archive. The final stage of the digitisation of the collection of large maps is near completion. Geoff Fisher & Charles Butcher have been processing and stitching the photographed maps enabling them to be investigated on our website. The photography was managed with the loan of specialised equipment from the Norfolk Record Office as part of the Archive's training begun in 2020/21. The Archive's PC has had some work to improve its performance. Open morning visitors have included a judge researching for a demonstration poaching trial, and the head gardener from Blickling. As in previous years, the team collaborated with Reepham Life to produce the 2023 Reepham Calendar, which raises valuable resources for the Archive. For Queen Elizabeth II's Jubilee Celebrations a digital and physical exhibition was created and put on public display. This attracted many people and provoked lots of interest. This exhibition will be updated and expanded on for the celebrations associated with the coronation of King Charles III.

Clare Kenvyn

The Bircham Centre

Income & Expenditure for the Year ended 31st December 2022

	2022	2021
<u>Receipts</u>		
Hirings	10,641.50	6,601.00
Library rent	2,736.50	2,736.50
Library cleaning	1,495.00	1,495.00
Furlough received	-	3,693.51
200 Club	1,272.00	1,800.00
Shop	20,987.71	13,039.45
Book sales etc. (Red Box)	6,583.57	4,893.78
Donations received	2,018.55	1,335.48
Bowls Club	150.00	150.00
Sundry	11.28	5.09
Interest on deposits	432.66	5.43
Archive Room	520.50	956.00
	<hr/>	<hr/>
	46,849.27	36,711.24
<u>Payments</u>		
Cleaning	9,539.30	8,967.83
Insurance	4,388.73	4,155.76
Water	417.89	253.83
Electricity and telephone	8,133.26	4,575.64
Accountant's report and payroll	420.00	420.00
Rates	230.40	117.61
Administration	17,447.89	14,404.38
Repairs & maintenance	6,985.13	7,091.91
Health & safety	755.69	1,978.97
Garden maintenance	5,243.06	6,196.60
200 Club	530.00	640.00
Tea Room	26.57	72.81
Sundries	330.10	784.84
Archive Room	70.52	239.98
	<hr/>	<hr/>
	54,518.54	49,900.16
Deficit (Surplus) before special building work	(7,669.27)	(13,188.92)
Less:		
Special building work	-	600.00
Bowling club	150.00	150.00
Grant expenditure	11,110.87	4,255.32
	<hr/>	<hr/>
	11,260.87	5,005.32
Add Grant income	25,467.00	16,984.36
	<hr/>	<hr/>
Deficit	6,536.86	(1,209.88)
	<hr/> <hr/>	<hr/> <hr/>

The Bircham Centre

Balance Sheet at 31st December 2022

	2022	2021
HSBC Current Account	13,982.25	3,146.55
COIF Deposit Account	41,246.53	45,813.87
	<hr/>	<hr/>
	55,228.78	48,960.42
Debtors & prepayments	1,214.50	946.00
	<hr/>	<hr/>
	56,443.28	49,906.42
	<hr/> <hr/>	<hr/> <hr/>
Trust funds B/fwd	49,906.42	51,072.30
Add Surplus for the year:	6,536.86	(1,165.88)
Trust funds C/fwd	56,443.28	49,906.42
	<hr/> <hr/>	<hr/> <hr/>
Unrestricted funds	44,660.72	49,906.42
Restricted funds	11,782.56	-
	<hr/>	<hr/>
	56,443.28	49,906.42
	<hr/> <hr/>	<hr/> <hr/>

The Bircham Centre

Income & Expenditure for the Year ended 31st December 2022

	2022	2021
<u>Receipts</u>		
Hirings	10,641.50	6,601.00
Library rent	2,736.50	2,736.50
Library cleaning	1,495.00	1,495.00
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Shop	20,987.71	13,039.45
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Donations received	2,018.55	1,335.48
Bowls Club	150.00	150.00
Sundry	11.28	5.09
Interest on deposits	432.66	5.43
Archive Room	520.50	956.00
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	46,849.27	36,711.24
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Add Grant income	25,467.00	16,984.36
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Deficit	6,536.86	(1,209.88)
	<hr/> <hr/>	<hr/> <hr/>

The Bircham Centre

Balance Sheet at 31st December 2022

	2022	2021
HSBC Current Account	13,982.25	3,146.55
COIF Deposit Account	41,246.53	45,813.87
	<hr/>	<hr/>
	55,228.78	48,960.42
Debtors & prepayments	1,214.50	946.00
	<hr/>	<hr/>
	56,443.28	49,906.42
	<hr/> <hr/>	<hr/> <hr/>
Trust funds B/fwd	49,906.42	51,072.30
Add Surplus for the year:	6,536.86	(1,165.88)
Trust funds C/fwd	56,443.28	49,906.42
	<hr/> <hr/>	<hr/> <hr/>
Unrestricted funds	44,660.72	49,906.42
Restricted funds	11,782.56	-
	<hr/>	<hr/>
	56,443.28	49,906.42
	<hr/> <hr/>	<hr/> <hr/>

THE BIRCHAM CENTRE

England & Wales - Charity number 242536

Accounts



THE BIRCHAM CENTRE

(Reg: 242536)

Annual General Meeting

Monday 25th April 2022

Minutes of the Annual General Meeting

Held on Monday 25th April 2022 at 7.30pm at
THE BIRCHAM CENTRE

TRUSTEES PRESENT

Les West (Chair), Stuart Lane (Vice Chair), Julie Smith, Barry Barker, Sam Garnham, Ian McGilvray, Polly Brockis (Centre Manager).

APOLOGIES

Trustees - Gill Long, Roisin Howard, Louisa Dreisin, Carl Lamb,
Public - Ann Middlemas

MINUTES OF THE AGM HELD 9th August 2021

Approved, and signed by Les West.

MATTERS ARISING at the 2021 AGM

All dealt with in the reports

MEMBERS OF THE PUBLIC

Brenda Green, Clare Kenvyn, Dr Ian Kenvyn,

CHAIRPERSON'S ADDRESS and ANNUAL REPORTS

Welcome to the 2022 annual meeting which reports on the activities of the Bircham Centre for 2021. The year started with the Centre being closed for three months, in line with government guidelines, due to the Covid pandemic. During this period our income from the charity shop and hiring of rooms ceased as much of what the Centre does relies on providing a place for people to meet and take part in community activities. The grants offered by the government helped to alleviate some of this lack of income and we were thankful that we had reserves to see us through the year. In general, we survived the pandemic financially pretty well.

The Centre opened again in April and the staff worked hard to reconnect with community groups and individuals. This was important as many local and vulnerable people told us how much they missed the activities the Centre offers and how isolated many of them had felt during the lockdown periods. The Centre arranged a number of events to bring people together in a safe environment. The main initiative was the very successful garden talks, which took place on Tuesday lunch times during July and August and covered several topics with guest speakers. In total over 200 people attended these talks. I

thank Ian and Clare Kenvyn for supporting this initiative and Polly for making it happen. We have recently received funding from the National Lottery Community Fund to enable us to put together a further series of talks during May/June this year.

During the year, the Trustees arranged a quinquennial building inspection both inside and out. The Building Sub-Group have put together a plan of work for the next five years. Some major work will be required, especially to the roofs. Ian will report on this more fully in his report later in the meeting. During the year the Trustees had a number of discussions, following a proposal received from the Royal British Legion to erect a memorial at the front of the Centre in memory of those in Reepham, and the surrounding area, who gave their lives during both World Wars and more recent conflicts, as the town does not currently have a central memorial. This opened discussions on the need to deal with the major drainage and damp problems we have at the front of the building. The memorial proposal has therefore been put on hold until the drainage problem has been resolved.

At the beginning of the year, the Trustees published a strategic document explaining the nature of the activities that the Bircham Centre undertakes, its history, management structure, financial position and the aims and objectives of the charity for the period 2021 - 2026. This document can be found on the Bircham Centre website.

During the year, the Trustees also formulated a policy detailing our journey to an ECO Centre. This states that the Trustees aim to carry out its activities with environmental efficiency, actively seeking to protect and enhance the local environment within its area of operation. It will use energy, natural resources, and non-renewable resources efficiently and strive to minimise waste and pollution.

During the year we welcomed Sarah Fisher as a Trustee, which brought our number of trustees up to the full complement of twelve. Sarah is a member of the Town Council and therefore provides an important link between the two organisations. I thank all the trustees for all they do to support the work of the Centre in so many different ways.

On behalf of the trustees, I also thank Polly for all that she does as Centre Manager and in supporting the staff and users of the Centre, often going far beyond her contractual duties. Many people have a lot to thank Polly for in the way she cares and supports the different community groups and individuals. Our thanks also to Robert, our caretaker, for his care of the building and to our cleaners, Sammy, Tina and Hayley. Also, to Tom from Eves Hill Veg Company who cares for the garden so beautifully, with the help of his loyal group of volunteers. It was good that during the past year we were able to create a new potting area in the alley way at the back of the garden and to tidy up this area, which had been an eye saw for some time. We are blessed with a number of volunteers who work in the shop, archives and garden. Our particular thanks to Brenda, the shop manager, for the large number of hours she puts in every week in the shop. Without these dedicated helpers the Centre would struggle to undertake all that it does.

During the year Ann Middlemas stepped down as the Administrator of the Reepham Archives and Jenny Harding took over this important role.

Fundraising

During the year, the trustees were thankful to the government for a number of Business Support Grants totaling £15,430 to help with the core running costs during the pandemic, in addition to the furlough grants.

In addition, the Centre received donations from individuals totaling £1,335 during the year, which the Trustees were very thankful for. Also to the many members of the 200 Club who continue to support the Centre financially.

In the early part of 2022, the Centre received a further grant of £9,950 from the National Lottery Community Fund, which will help to fund further developments at the Centre.

The Centre also received a small grant from 'Reepham Life' to renew the flower containers at the front of the building. Sara Fisher will lead this project

The Trustees have also submitted an application for £50,000 to Biffa for funding the urgent repairs to the roof. We should hear the result of this application at the end of May.

Les West, Chair of the Board of Trustees

Building Maintenance Report

The Bircham Centre Business Plan was completed in March 2021. Our Mission restates the primary purpose of the Charity; to provide services that benefit the community and to ensure the preservation of the grade II listed building for present and future generations.

The decision was made to use N F Coverdale building services to undertake an inspection of the building. The inspection was successfully completed on 24 June 2021 and a written report, with accompanying photographs detailing external conditions of the building and all internal rooms, was received. The detailed report identified a large number of issues requiring attention over the next five years, several of which require urgent action.

Based on this information:

The Building Sub-Group established a Building Management Programme that identified actions to be accomplished during 2021 and the following five years.

It is important to grasp the immense amount of work required to bring the building to a good standard, to ensure that it is available for future generations.

- *The highest priority should be given to an aerial Drone survey of the entire Bircham Centre roof.*
- *Replace defective roof tiles on the front elevation*
- *Maintain and repair windows, internal doors, floorboards, etc*
- *Excavate a dry area along entire front elevation, remove Holly tree in the front garden*
- *Repair external joinery*
- *Render and repair brickwork*
- *Repair and redecorate Library North elevation*

- *Repair and redecorate main staircase window and South and East elevations of North Wing*
- *Pave the external passageway from rear fire escape doors to garden*
- *Provide additional downpipe and drainage to front garden in conjunction with improvements to drainage in the Market Place*
- *Repair external joinery and minor brickwork and redecorate Library South and East elevation*
- *Brickwork repairs to boundary wall along Pudding Pie Lane*
- *Reroof and redecorate Paint and Mower sheds*
- *Main Attic - replace areas of defective floorboards, remove plaster from exposed painted beams, repair defective staircase in North Wing, replace defective floorboards on Landing, brick up holes in redundant flues.*
- *FINALLY strip and repair and reroof North Wing, overhaul/ repair rainwater goods, replace downpipes with cast iron.*

The aerial Drone survey of the entire Bircham Centre roof was undertaken September 2021. The Drone provided two hundred photographs showing the Bircham Centre's six roofs and four chimneys require urgent attention. As a result, priority is now given to re-roofing the North Wing during the year 2021-2022 and the other roof repairs.

The other matters identified in the report will be undertaken over the next five years, as funding becomes available. Most of these will require grant funding. They will be prioritised as follows:

- The highest priority: any issue that could endanger the health or safety of users of the Bircham Centre, for example unstable loose roof tiles.
- The second highest priority: any issue endangering the health or safety of the Bircham Centre's structure for example water ingress through roof, walls, floors or doors.

The other issues raised by the Quinquennial Report are now reprioritised in the Building Management Programme. In order to prevent relatively small problems becoming larger and more costly it is planned to undertake an annual internal inspection of all non-structural aspects, e.g. windows and frames, brickwork, plaster, paintwork and rot, electrical details.

In addition to the allocated maintenance budget there is a £5k budget earmarked specifically for emergency and unplanned repairs, for example, eliminating rot and fungal growths found below the Porch floor.

Ian McGilvray, Trustee

Shop

Due to lock down the shop did not open until 12th April. Luckily all our volunteers were happy to come back. A big thank you to them for their

continued help and support. Our customers were pleased to see us open again, saying they had missed us. We have been fortunate with the amount and quality of donations received. We had a successful vintage sale in September. Thanks to Julie Smith for organising and supplying many of the items. A special big thank you to our Centre Manager Polly for all her help, support and ideas in making our shop the success it is. We finished the year with a tea party for our volunteers and customers. Thanks also to Barry who takes items out to the Market Place to sell, he is a fabulous salesman who charms the customers.
Brenda Green, Volunteer Shop Manager

Books

We started the year once again in lock down and did not open until April but I'm pleased to say that we still had a record year. We now have a large number of regular customers who are a great support. Thank you both to Bob and John for their help in supporting the book store throughout the year. Also thanks go to Brenda and the volunteers for their support. We do have a laugh when we're in the Bircham Centre which makes all the difference. I would also like to thank the country market ladies who bring in the extra custom on a Wednesday morning and usually buy a number of books. We managed to set up outside regularly which proved to be very successful and we hope to be able to continue with this in the summer.

Barry Barker, Trustee

Les West interjected to offer the trustees thanks to Barry and Brenda, not just for the funds they bring in to the centre but also for the social support they offer our community. Currently Barry's stall is the Wednesday Market and we hope to work with the town council to re-introduce stallholders. General conversations ensued about the previous market.

Archive Report

The beginning of 2021 was fairly quiet for the Archive as Covid restrictions were still in place, but volunteers continued to work from home and to meet regularly by Zoom.

In May 2021 some restrictions were eased and there was a very gradual return to the 'new normal' - in May/June, volunteers were able to visit the Archive occasionally (to deliver/collect materials, sort items, general administration etc.) but the Archive remained closed to visitors until July when the Bircham Centre opened its doors again to the general public. From that time, the Archive has been open to the public twice a month as usual, as well as by appointment. Understandably it has taken time for visitors to feel confident enough to return and so the numbers visiting have been lower than we would expect

Throughout this time volunteers have continued to update the website and Facebook page and there is also a regular archive article in Reepham Life. The number of visitors to the website and Facebook has continued to improve and

throughout the year people have reached out via these channels to share/ask for information about the history of Reepham and its residents.

In March 2022 the Norfolk Records Office delivered Digitisation equipment to the Archive – this equipment is on loan only until May and so there is currently a big push to try and get as much digitised as possible in the time available. Lastly, in April, Shaun Peel from 'Look East' made a surprise visit to the Archive with cameraman and sound engineer in tow, to try to find out about previous Jubilee Celebrations – despite this coming completely out of the blue, JA kept a cool head and presented some useful resources to Shaun Peel, including a photograph of residents in Market Place, thought to be celebrating Queen Victoria's Golden Jubilee celebrations in 1887. It is thought this piece will air on 'Look East' on 22nd April 2022!

Achievement/Activities during the last year have included:

the addition of a large number of photographs and other items to the Omeka database
the digitisation of Reepham Society magazines and uploading those to Omeka
the adoption of new Collections, Take-down and Copyright policies
regular updates to the Website and Facebook page and submission of articles to 'Reepham Life'
answering general queries and assisting people who are trying to find out about their family/house history
regular volunteer working sessions in the Archive, when permitted
monthly volunteer meetings
the publication of the 2022 Reepham Life Calendar
the purchase and examination/documentation of the Sparham Deanery Magazines 1914-1918
replying by email to queries received from the public
scanning the numerous Reepham Society publications and adding these to the Omeka database – this is now almost 60% done
presentation to the Reepham Rotary

Donations received include:

new laptop (May 2021) from the NRO team
donation from Reepham Life Calendar and sale of calendars
3 boxes of family papers
copies of numerous photographs
£30 and £150 personal donations
£50 donation from Reepham Rotary

Plans for the coming year include:

continuing to develop the on-line database and make more items accessible to the public
continuing to develop articles for the Website, 'Reepham Life' and Facebook
developing both a digital and physical exhibition for the Queen's Jubilee Celebration in June
working with other local groups in 2023. supporting each other to support the local Community

regular volunteer training meetings, work sessions and meetings
meeting our commitment to collect, conserve and make available all the items
held in the Archive

Thank you to:

the Bircham Centre for its continuing support

Polly Brockis, The Bircham Centre Manager, for all her help and assistance

Stuart Lane who retires as a Bircham Centre Trustee this year and who has
served as the Archive link with the Bircham Centre for the past 6 years. We are
so grateful to Stuart for his help and guidance over the years and wish him all
the very best

all the volunteers who give of their free time to help develop this valuable
resource

Jenny Harding Archive Administrator

Stuart Lane Vice Chair of the Bircham Centre trustees

Administration, H&S and Finance reports

Administration

2021 was another strange year. We were unable to open for the first quarter
and the effects of the lockdowns and COVID continued. People tentatively
returned to volunteer, to shop and to hire space. We listened to people's fears
and were allowed to use residual funds from a Norfolk Recovery grant for
community re-engagement. This allowed us to put on well-being talks in the
garden, and support group use. The garden became important to many of our
community.

We were successful in an advertisement for a volunteer treasurer and from
August 2021 we had two fabulous accountants come to help. My utmost
thanks go to Jo Smith and Joy Pickering. After a significant amount of work we
now have a more integrated system. Our turnover isn't huge but is complicated
because it is made up of many small amounts, from lots of differing sources.
Louisa Dreisin, took on the role of minute taker for the trustee meetings which
enabled me to engage in discussions and update the trustees on events within
the centre. This support is really appreciated as is the various forms of support
given by all the board and volunteers. Special mention to Brenda Green who
still monitors the office when I am not at work

Health and Safety

Lockdowns meant our regular schedule of tests and inspections became
interrupted, these have all been picked up and completed and the annual
pattern and impact will continue to be managed The five yearly electrical
wiring inspection was completed, this is required for insurance purposes on any
public building. Covid response elements remained in place throughout the
year. Covid risk assessments being undertaken for all events and bookings.
Happy to report one of our trustees Carl Lamb has now taken over
responsibility for Health and Safety

Financial Report

Income for the year is shown as £36,755.24 significantly up on 2020 which was £28,300, however still a long way from £57,700, our 2019 figure.

Expenditure was 3K more than the previous year. The most obvious comparable line shows additional spend in the garden. This was bringing us back to 2019 levels. The value of our green space to the community has been seen over the past two years and Tom and the volunteer gardeners deserve huge thanks for what they achieve.

The deficit shows as £13,144.92 but inclusion of the various government business interruption grants gives a bottom line deficit of £1,165.88. Cash flow management over December could have shown this closer to zero but as we use small local suppliers and organisations we like to pay on receipt of invoice. The Bircham Centre would like to thank Ian Boldero & Co for financial support and work in auditing our accounts and would like to appoint them as the examiner for the next financial year. *All present in agreement and Mr Boldero will be instructed.*

Polly Brockis, Centre Manager

PUBLIC PARTICIPATION

Brenda Green stated that people had enjoyed the Garden Talks and wanted to know when and if they would continue. Trustees happy to announce that with the aid of the Lottery Community Fund a new series of talks would commence on 10th May 2022 and were ready to advertise. Brenda also explained that the Dial House events manager had been unaware the Bircham had a garden and that wedding photographs were being taken in the car park. Brenda suggested a leaflet of what the building houses should be produced for the local B&B's, Dial House etc so visitors knew what was here. Polly suggested a flier to advertise all of Reepham amenities would be useful. This will be further considered.

Brenda asked if the Archive teas would resume, currently the Archive volunteers are busy with digitization and the Jubilee exhibition, the trustees would like to help organise the teas and will discuss the possibility with the new Archive Administrator. Clare Kenvyn suggested oral recordings of History are useful and could be facilitated from connections made at the teas. Polly explained one of the counsellors who uses the building is involved with a similar project, Polly will ensure all parties are put in contact with one another. Clare also asked if local companies and organisations had been approached to support the long list of maintenance elements. Ian McGilvray explained he is looking to see if we can get volunteer working parties for certain elements but we obviously have to consider supervision and appropriate skills.

Goodbyes from the Board

This evening we say a big thank you to Stuart Line and Julie Smith, who have completed their term of office as Trustees. Both have served six years and given valuable service to the Centre. I am pleased to say that it will not be farewell, as they have agreed to continue their support of the Centre as

volunteers. Stuart will remain a member of the Building Sub-Group, bringing his vast experience to support the maintenance and repairs to the building. While Julie will continue to support the shop by looking after our vintage items, though vintage fairs and online sales. We have a gift for each of them in recognition of their service as Trustees and friends of the Centre.

NOMINATIONS FOR TRUSTEE

No nominations from nominating bodies, however the board had received public interest. Ian and Clare Kenvyn kindly provided resumes prior to the AGM. They were thanked for their interest and all current board happy to welcome them as trustees.

AGM Closed at 8.40pm

With absences the formalities of re-appointing Chair & Vice Chair and taking up of roles of responsibility will be dealt with at the next trustee meeting on 9th May 2022



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name THE BIRCHAM CENTRE

On accounts for the year ended

31.12.21 Charity no (if any) 242 536

Set out on pages

1 x 2 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD/MM/YYYY.

Responsibilities and basis of report

As the charity's trustees, 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
• the accounts did not accord with the accounting records; or
• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 17.3.2022

Name: IAN G M BOLDERO

Relevant professional qualification(s) or body

INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND & WALES

The Bircham Centre

Income & Expenditure for the Year ended 31st December 2021

	2021	2020
<u>Receipts</u>		
Hirings	6,601.00	3,171.10
Library rent	2,736.50	2,736.50
Library cleaning	1,495.00	1,495.00
Furlough received	3,693.51	3,228.62
200 Club	1,800.00	1,308.00
Shop	13,039.45	8,979.99
Book sales etc. (Red Box)	4,893.78	1,863.63
Donations received	1,335.48	202.94
Legacy	-	5,000.00
Bowls Club	150.00	-
Sundry	5.09	-
Calendars	44.00	80.00
Interest on deposits	5.43	148.62
Art Gallery	-	2.00
Archive Room	956.00	108.00
	<hr/>	<hr/>
	36,755.24	28,324.40
<u>Payments</u>		
Cleaning	8,967.83	7,879.01
Insurance	4,155.76	3,941.99
Water	253.83	373.89
Electricity and telephone	4,575.64	5,245.57
Accountant's report and payroll	420.00	420.00
Rates	117.61	646.40
Administration	14,404.38	14,076.52
Repairs & maintenance	7,091.91	6,941.46
Health & safety	1,978.97	2,266.17
Garden maintenance	6,196.60	1,901.50
Legal & Professional Fees	-	760.00
200 Club	640.00	633.40
Tea Room	72.81	28.34
Sundries	784.84	-
Archive Room	239.98	1,824.08
	<hr/>	<hr/>
	49,900.16	46,938.33
Deficit (Surplus) before special building work	(13,144.92)	(18,613.93)
Less:		
Special building work	600.00	42,028.15
Bowling club	150.00	850.00
Grant expenditure	4,255.32	3,744.82
	<hr/>	<hr/>
	5,005.32	46,622.97
Add Grant income	16,984.36	34,888.95
	<hr/>	<hr/>
Deficit	(1,165.88)	(30,347.95)

The Bircham Centre

Balance Sheet at 31st December 2021

	2021	2020
HSBC Current Account	3,146.55	5,230.86
COIF Deposit Account	45,813.87	45,808.44
	<u>48,960.42</u>	<u>51,039.30</u>
Debtors & prepayments	946.00	33.00
	<u>49,906.42</u>	<u>51,072.30</u>
Trust funds B/fwd	51,072.30	81,420.25
Less deficit for the year:	(1,165.88)	(30,347.95)
Trust funds C/fwd	<u>49,906.42</u>	<u>51,072.30</u>
Unrestricted funds	49,651.04	46,157.97
Restricted funds	255.38	4,914.33
	<u>49,906.42</u>	<u>51,072.30</u>



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name THE BIRCHAM CENTRE

On accounts for the year ended

31.12.21 Charity no (if any) 242 536

Set out on pages

1 x 2 (remember to include the page numbers of additional sheets)

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[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

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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.

* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 17.3.2022

Name: IAN G M BOLDERO

Relevant professional qualification(s) or body

INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND & WALES

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THE BIRCHAM CENTRE

England & Wales - Charity number 242536

Accounts



THE BIRCHAM CENTRE

(Reg: 242536)

Annual General Meeting

Monday 9th August 2021

Minutes of the Annual General Meeting

Held on Monday 9th August 2021 at 7.30pm at
THE BIRCHAM CENTRE

TRUSTEES PRESENT

Les West (Chair), Stuart Lane (Vice Chair), Julie Smith, Barry Barker, Louisa Dreisin, Sam Garnham, Ian McGilvray, Gill Long, Roisin Howard, Polly Brockis (Centre Manager).

APOLOGIES

Trustees - Carl Lamb, Bob Boothroyd

Public – Sue Taylor (Archive volunteer, Brenda and John Palmer. Kind email of support from the Palmers read out .

MINUTES OF THE AGM HELD 7th September 2020

Approved, and signed by Les West.

MATTERS ARISING at the 2020 AGM

No matters arising

MEMBERS OF THE PUBLIC

Brenda Green, Ann Middlemas, Clare Kenvyn,

CHAIRPERSON'S ADDRESS and ANNUAL REPORTS

Welcome to the 2021 annual meeting which reports on the activities of the Bircham Centre for 2020. It was a difficult and strange year, with the Centre being closed for large parts of the year, in line with government guidelines. During these periods all our income streams ceased as much of what the Centre does relies on providing a place for people to meet and take part in community activities. The Centre lost over £3,000 per month from the charity shop and hiring of rooms while the building was closed. Although the grants offered by the government helped to alleviate some of this, trustees had to draw on reserves to cover core running costs and it will take several years to replenish them to the same level. However, we are thankful that we had reserves to see us through the year. Most of our staff were furloughed during the periods that the Centre was closed.

During the periods that the Centre was able to open, the staff worked hard to support the many clubs and community groups who use the Centre. This was important as many local and vulnerable people told us how much they missed the activities the Centre offers and how isolated many of them had felt during the lockdown periods. During the past year changes had to be made to the Centre and the way we operated to ensure a safe environment for all, in accordance with safe working guidelines. This required risk assessments to be completed, additional safety measures put

into place and PPE provided. The Centre was awarded the 'We're Good to Go' certificate by Visit England.

As we all now emerge from the pandemic experience (that has been one of the biggest peace-time threats to so many sections of our society), the trustees are working hard to reconnect with community groups and individuals and to introduce some new initiatives.

Following last year's annual meeting, we welcomed four new trustees: Gill Long, Roisin Howard, Bob Boothroyd and Carl Lamb, who brought our number of trustees up to eleven with one vacancy. I thank all the trustees for all they do to support the work of the Centre in so many different ways.

On behalf of the trustees, I also thank Polly for all that she does as Centre Manager and in supporting the staff and users of the Centre, often going far beyond her contractual duties. It has not been an easy year and many people have a lot to thank her for.

Our thanks also to Robert, our caretaker, for his care of the building and to our cleaners, Sammy, Tina and Hayley. Also, to Tom from Eves Hill Veg Company who cares and maintains the garden so beautifully. We are blessed with a number of volunteers who work in the shop, archives and garden. Our particular thanks to Brenda, the shop manager and to Ann, who leads the archive team. Without these dedicated helpers the Centre would struggle to undertake all that it does. For most of the year, the trustees met via zoom, in order to continue to undertake the necessary work involved in managing the Centre. This was an interesting experience, and one that was managed in a much better way than the Handforth Council in Cheshire!

During the year, the trustees reviewed a number of policies and finalised our 'Aims and Objectives for 2021 -2026' and our 'Working Plan for 2021' all of which can be found on our web-site. During the year, the trustees also renewed the Memorandum of Understanding for the Reepham Archives and the Bowls Club in addition to the lease for the bowling green.

Fundraising

During the year, the trustees continued to fundraising and were successful in obtaining the following grants:

£9,998 from the National Lottery 'Awards for All' for help with core running costs and a contribution towards the kitchen refurbishment

£3,000 from The Geoffrey Watling Trust towards the new kitchen units

£9,515 from the Norfolk Recovery Fund towards core running costs, entrance works and community engagement following the reopening of the Centre

£445 from Reepham Rotary for new storage cupboards for users of the Centre

£250 from Broadland Community Grant for additional storage on the first floor.

£300 from Broadland Community Grant for the Reepham Bowls Club

£400 from Reepham Town Council for new fence at the Bowling Green

TOTAL £23,908

In addition, during 2020 we received an unexpected legacy of £5,000 from Mrs Hemming's estate, for which we are very grateful. At that time the trustees agreed to contribute £700 to the archives in addition to our annual £300 support. These sums went towards the new shelving in addition to resourcing necessary surveyors reports.

Maintenance of the building

The building sub-group, which oversees the maintenance of the building is led by Ian McGilvray, and includes Stuart Lane and myself. Looking after a grade II historical building is a major responsibility and needs constant attention.

During 2020 we decided to continue with planned repairs, carrying out works to the boundary wall with Pudding Pie Alley and undertaking major works instigated by the requirement to treat damp.

The book room for the sale of secondhand books and new beverage area are the wonderful result of considerable work. These major works were carried out by N F Coverdale Ltd. We had to take on specific works to the porch when a serious water ingress and damp problem was discovered just

as we entered a lockdown. Thankfully NRF supported us with funds towards this emergency requirement

Les West
Chair of the Board of Trustees

SHOP AND BOOK ROOM REPORT

The last year has been a difficult one for Brenda and the volunteers in the shop and they deserve a big thank you for all their hard work but mainly for the way they have carried it out with a smile and a positive attitude. It has also been difficult in the book room with Richard Fox resigning in February due to other commitments. Thank you to Richard for all his hard work and also to Sam Garnham for helping when the books initially set up outside in the marketplace.

After the first lockdown in March 2020, the shop moved to the Art room so that we could have a one-way system entering via the front doors and leaving the shop through the garden for the reopening in June 2020. Upon reopening there were obviously restrictions, and the bookstore was closed a great deal of the time due to renovations. The book room opened in November and has been very well received with all books, DVD's and CD's in one location. Thanks go to Ian, Stuart and Les for all their work in getting the room open and to Kerri's Pine for supplying a number of bookcases at a discounted price. We were all closed again during the second lockdown in December 2020 and did not reopen until April 2021 when the shop moved back to it's original room and the book store began being used on a regular basis.

Tuesdays became our day for accepting donations as everything needed to be left in decontamination for 72 hours before it could be sorted out. Sadly, some of the volunteers decided not to return due to the pandemic but it has been great to see so many of our regular customers coming back. We have been lucky with the amount of donations received. Unfortunately, apart from The World of Books none of the other charities have returned to take our unwanted donations so we are having to make other arrangements in disposing of these items.

Due to the pandemic the market traders decided to stop setting up on a Wednesday so it was decided to move some tables into the square on Wednesday and Saturday mornings if the weather permitted it with a display of books and gradually more items from the shop. There are still customers who are not confident about coming into the shop but are happy to browse outside.

Obviously, our takings have been greatly affected by the lockdowns and this is evident in our yearly financial report with the shop only taking a third of what they had achieved previously. Over 2020 the shop takings were just short of £9,000 whereas it was £25,500 in 2019. The bookstore fared slightly better taking £1,863.00 in 2020 compared with £3,333.00 in 2019, due mainly to being outside and adding shop stock when Brenda wasn't looking to add to the book takings

A big thank you to all our volunteers, to the trustees who assist in different ways, to the Shop Manager, Brenda for all the time she gives to make the shop such a success and a big

thank you to our Centre Manager Polly for all her help and ideas in making Brenda's job so much easier.

ARCHIVE REPORT

The first three months of 2020 were extremely busy with many visitors to the Archive. The first lock-down began in March 2020, which limited access to the Archive Rooms. Volunteers worked from home sorting files, entering items on Omeka, rationalising the administration files and emails and updating the website.

The Autumn period was filled with the courses run by the two Community Archivists, Robin Sampson and Laura McCourt. Restrictions were eased for a brief period before Christmas when the second lock-down was imposed. Since the New Year nearly all work done by volunteers has taken place in their own homes.

Reepham Archive Rooms.

The Reepham Archive was established in The Bircham Centre seven years ago in 2014. A new Memorandum of Understanding, between the Bircham Centre and the Reepham Archive, commenced on 01 January 2021.

There were many plans for 2020-2021 which have been put on hold due to the Covid-19 pandemic. Although the Bircham Centre was closed to volunteers and the public for much of the year considerable progress has been made in the Archive.

Activities during the last year have included:

- the planned courses organised by the Norfolk Record Office:
 - these were initially delayed and then held over 9 weeks by Zoom
 - all the volunteers attended these courses and several other Zoom courses run by Scottish Archives - these gave us a good grounding on best practice and practical ways to run the Archive
 - sadly the archivists were not able to visit the Archive as originally envisaged but it is hoped they will be able to do so before the end of this year
- installing new Archive quality shelving
- the regular submission of articles to 'Reepham Life'
- opening to the public two days each month and at other times by appointment, when permitted
- regular volunteer working sessions in the Archive, when permitted, and at other times by Zoom from home
- the monthly volunteer meetings by Zoom
- clearing the back-log of items to be 'box listed' - this is the 'first sort' of items that have been donated to the Archive and are still to be entered on Omeka and then filed
- assistance in selecting and supplying photographs and copy for the '2021 Reepham Life' calendar
- replying by email to queries received from the public
- scanning all the Reepham Society publications - these have been/are being added to Omeka
- work is in progress sorting all the Reepham Society and their History Group's papers
- further research on BC founder, Samuel Bircham, and his family

Activities 'on hold' due to the pandemic:

- Archive Teas
- Oral History – recording the memories of local history

- working as a group in the Archive to put into action the lessons learnt from the high-quality guidance given by the Norfolk Record Office

Volunteers.

- we welcome Charles Butcher, Sue Taylor and Jenny Harding
- we said farewell to Barry Barker and Jolyon Booth
-

Donations received include:

- new laptop from the NRO team
- cuttings and photographs from the Betts, Dye, Grant and Bishop families
- aerial photographs from Mike Page
- donation from Reepham Life Calendar and sale of calendars

Plans for the coming year include:

- development of the on-line database
- submission of articles for 'Reepham Life'
- preparation of photographs and copy for the 2022 Reepham Life Calendar
- re-opening to the public – regular open days, archive teas, as and when volunteers are available
- regular volunteer training meetings and work sessions
- on-going work cataloguing and entering items on Omeka
- meeting our commitment to collect, conserve and make available all the items held in the Archive

We would like to thank:

- the Bircham Centre for its continuing support and for all it does to make the Archive a useful community asset
- Polly Brockis, The Bircham Centre Manager, for all her help and assistance
- the Archive volunteers, without whose help nothing would be done

The Archive volunteers would also like to extend their thanks to all our generous supporters for their time, gifts and funds. We are inspired by your interest to improve all aspects of the Archive and are committed to make all the records we hold accessible to as many people as possible.

Stuart Lane
Vice-Chair

HEALTH AND SAFETY, ADMINISTRATION AND FINANCIAL REPORT

2020 was a difficult and complex year for operation and finances. As we came out of lockdowns we had scheduled building works to complete and then emergency works required on the porch floor. Return users, hirers and volunteers were tentative and remain so to date. Accessing supplies because of the global pandemic and Brexit became difficult. Due processes and systems have all been reviewed and reworked numerous times. The shop moved and returned to its original room, systems for acceptance and quarantine of donations put into place. The library put in place a revised access route. Many of the other charities and organisations we had worked with have been required to change systems or ceased to operate in their pre pandemic form. The people who took our over stock (PACT, Break), those who took items to support the homeless (The Benjamin Foundation, The Mathew Project) etc these services are no longer with us and we feel their loss practically and personally.

HEALTH AND SAFETY REPORT

During lockdowns I came to site weekly to test alarms, check security, facilitate NCC library inspections. My lone working was assessed, only accessing cellars and attics when a second person was on site. Government guidance and best practices were constantly reviewed and followed. One way systems and revised cleaning rotas put in place prior to re-opening of each area. Huge thanks must go to our cleaners for their work to keep us safe through 2020. Works to Pudding Pie Alley and the main entrance floor were instigated for H&S reasons, scheduling, and obtaining permissions, ensuring these areas remained safe, obtaining supplies, and ensuring these were securely accepted and isolated took considerable effort from all involved. Risk Assessment for the various spaces and events were drafted and amended as per evolving guidance and regulations. Supplementary conditions of hire and COVID response information provided for all users. Going forward H&S responsibilities return to the trustees.

FINANCIAL REPORT

Income for the year is shown as £28,300 compared to £57,700 in 2019 - just less than half the previous year! This lack of income was limited sales and hires due to lockdown and is actually bolstered by a legacy of 5K and furlough.

Expenditure came in 10K down on last year, we tightened our belts where we could but that still left us showing an 18K deficit. Telecoms was higher than previously as we had installed a new Wi-Fi system prior to the pandemic. Health and Safety increased for obvious reasons and general maintenance reduced because of lack of access and use.

Bottom line shows a 30k deficit. This is after the inclusion of grants (various government grants and certain ongoing project grants) minus the expenditure of the significant building works that were undertaken in the year.

We were supported by many grants through 2020, the administration of such is complex and time heavy but we would not be in the current position without them. Our sincere thanks go out to all the many bodies who have shown faith in our projects and helped ensure our longevity.

In 2019 Trustees agreed to utilise 20K of the reserves fund towards works to fix damp issues – the residual building costs coming from grant awards. It had also been agreed that necessary boundary wall repairs should be scheduled. The later had to wait for the Spring weather of 2020 and cost 10K.

In simplistic terms I round that circle with the thought we ended 2020 30K down but have more than 30K of works completed. The boundary wall is safe again, we have a fabulous new book room and beverage area. We ended the year with 46K in the COIF account, the reserves policy is there to cover one year of operation should it be required, we remain in a position to do that. We were also able to retain all staff a major achievement for 2020.

We have a small amount of restricted grant income from Norfolk Recovery Fund which we have had authority to carry over to October 31st 2021, this is now specifically to help community re-engagement.

The Bircham Centre would like to thank Ian Boldero & Co for financial support and work in auditing our accounts and hereby appoint them as the examiner for the next financial year. All agreed.

Going forward the Treasurer role is to be covered by qualified volunteers. We do not currently have a trustee able to undertake the role, however it will remain on the list of trustee responsibilities.

Polly Brockis
Centre Manager

PUBLIC PARTICIPATION

Brenda Green asked for an update on the request to position a war memorial at the centre. Les West responded and explained that all local stakeholders (District and Town Councils, Church) had been contacted and the siting discussed. The Bircham Centre building is a designated War Memorial. The Bircham trustees have engaged in detailed consultations and voted to accept a memorial stone in the front section of the centre. They will redesign the area as a memorial garden; not just to those lost in the wars but also recognising losses such as those through COVID at this time. The exact siting is to be further investigated due to damp ingress issues for the building. The design and siting would still need to obtain planning permission.

Polly Brockis passed on public thanks for the Norfolk Day event held at the centre, with recognition of Gill Long's hard work.

Clare Kenvyn stated that all had done a fantastic job to keep things going, learning new skills to do so through the pandemic. Further explaining that the centre is really appreciated by those who use it.

Ann Middlemas thanked the trustees, Polly and all current and new volunteers for the support given to the Reepham Archive

NOMINATIONS FOR TRUSTEE'S FROM NOMINATING BODIES AND PUBLIC

No new nominations or public wishing to stand

Meeting formally **CLOSED at 8.10pm**



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
THE BIRCHAM CENTRE

**On accounts for the year
ended**

31.12.20
Charity no (if any) 242536

Set out on pages

1 & 2
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**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 (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed: 

Date: 6.4.2021

Name: IAN G.M. BOLDERO

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

CHARTERED ACCOUNTANT (ICAEW)

Address:

IVY HOUSE, MARKET PLACE, REEPHAM,
NORWICH NR10 4LA.

The Bircham Centre

Income & Expenditure for the Year ended 31st December 2020

	2020	2019
<u>Receipts</u>		
Tea Room	-	88.39
Hirings	3,171.10	6,827.00
Office rent	-	6,380.00
Library rent	2,736.50	2,736.50
Library cleaning	1,495.00	1,495.00
Furlough received	3,228.62	-
200 Club	1,308.00	1,620.00
Shop	8,979.99	26,421.01
Book sales etc. (Red Box)	1,863.63	3,333.38
Donations received	202.94	4,079.07
Legacy	5,000.00	-
Insurance claim	-	2,775.02
Centenary events	-	670.00
Calendars	80.00	90.00
Interest on deposits	148.62	393.97
Art Gallery	2.00	18.50
Archive Room	108.00	797.58
	<hr/>	<hr/>
	28,324.40	57,725.42
<u>Payments</u>		
Cleaning	7,879.01	8,157.33
Insurance	3,941.99	3,756.76
Water	373.89	518.92
Electricity and telephone	5,245.57	4,289.00
Accountant's report and payroll	420.00	420.00
Rates	646.40	1,057.76
Administration	14,076.52	13,023.02
Repairs & maintenance	6,941.46	11,052.42
Health & safety	2,266.17	1,616.27
Garden maintenance	1,901.50	1,091.76
Centenary events	-	9,585.08
Legal & Professional Fees	760.00	-
200 Club	633.40	725.00
Tea Room	28.34	85.67
Archive Room	1,824.08	659.86
	<hr/>	<hr/>
	46,938.33	56,038.85
Deficit (Surplus) before special building work	(18,613.93)	1,686.57
Less:		
Special building work	42,028.15	3,486.67
Bowling club	850.00	
Volunteer co-ordinator / projects	3,744.82	
	<hr/>	
	46,622.97	
Add Grants	34,888.95	500.00
	<hr/>	<hr/>
Deficit	<u>(30,347.95)</u>	<u>(1,300.10)</u>

The Bircham Centre

Balance Sheet at 31st December 2020

	2020	2019
HSBC Current Account	5,230.86	10,400.80
COIF Deposit Account	<u>45,808.44</u>	<u>69,625.18</u>
	51,039.30	80,025.98
Debtors & prepayments	33.00	1,394.27
	<u>51,072.30</u>	<u>81,420.25</u>
General Fund B/fwd	81,420.25	82,720.35
Less deficit for the year:	(30,347.95)	(1,300.10)
General Fund C/fwd	<u>51,072.30</u>	<u>81,420.25</u>



Section A

Independent Examiner's Report

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**On accounts for the year
ended**

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Signed: 

Date: 6.4.2021

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

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