



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 team 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



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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 & 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:

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>
	<u><u>49,906.42</u></u>	<u><u>51,072.30</u></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>
	<u><u>49,906.42</u></u>	<u><u>51,072.30</u></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>
	<u><u>49,906.42</u></u>	<u><u>51,072.30</u></u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

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Signed:

Date:

17.3.2022

Name:

IAN G M BOLDERO

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