

Minsterworth Free School Foundation

England & Wales · Charity number 311648

Details

Other names FREE SCHOOL

Status Registered

Legal form Other

Registered 1962-11-21

Register [View on the Charity Commission register](#)

Contact

Address Street End Cottage
The Street
Minsterworth
Gloucester
GL2 8JJ

Phone 07443450102

Activities

Objects: THE PROPERTY SHALL BE USED:(1) PRIMARILY, TO ACT AS A RESOURCE FOR CHILDREN AND YOUNG PEOPLE UP TO THE AGE OF 25 LIVING IN THE AREA OF BENEFIT BY PROVIDING ADVICE AND ASSISTANCE AND ORGANISING PROGRAMMES OF PHYSICAL, EDUCATIONAL AND OTHER ACTIVITIES AS A MEANS OF:(A) ADVANCING IN LIFE AND HELPING YOUNG PEOPLE BY DEVELOPING THEIR SKILLS, CAPACITIES AND CAPABILITIES TO ENABLE THEM TO PARTICIPATE IN SOCIETY AS INDEPENDENT, MATURE AND RESPONSIBLE INDIVIDUALS; AND (B) ADVANCING EDUCATION; AND (2) WHEN NOT USED FOR THE ABOVE PURPOSE, TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE FOR THE RESIDENTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS.

Activities: The trustees of Minsterworth Free School account was set up in 1978 after the sale of the Caretakers house of Minsterworth School. The charity commissioners pay the interest on the capital four times a year to the School.

Classification

- **How:** Provides Buildings/facilities/open Space, Other Charitable Activities
- **What:** Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** PARISH OF MINSTERWORTH
- Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£31,362	£22,510	-	-
2023-12-31	£54,673	£41,139	-	-
2022-12-31	£11,430	£8,048	-	-
2021-12-31	£60,043	£66,681	-	-
2020-12-31	£3,670	£4,537	-	-

Trustees

Name	Role	Appointed
Ian Leslie Brooks		2020-10-27
RITA GARBUTT		
Roger Michael Ingham		2022-09-28
Susan Smith		2022-05-18

Linked charities

- HAWKINS EDUCATIONAL FOUNDATION (311648-1)

Minsterworth Free School Foundation

England & Wales - Charity number 311648

Accounts



Trustees' Annual Report for the period

From 1st January 2024 to Period end date 31/12/2024

Charity name: **Minsterworth Free School Foundation**

Charity registration number: **311648**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Primarily, to act as a resource for children and young people up to the age of 25 living in the area of benefit by providing advice and assistance and organising programmes of physical, educational and other activities as a means of: { a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals; and b) advancing education; and (2) when not used for the above purpose, to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents of the area of benefit without distinction of sex, sexual orientation, race or of political, religious or other opinions
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision of space for a nursery Operation of a Memory Café for those suffering from Dementia Development of a Community Shed Development of allotments for members of the community Various activities designed to enhance the well-being of the community (see detail below)
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees of Minsterworth Free School Foundation confirm that all activities undertaken at The Harvey Centre conform to the guidance issued by the Charity Commission

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	Alongside trustees the foundation relies heavily on the use of volunteers to run activities and to maintain the grounds
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During 2024 The trustees worked with Minsterworth Kindergarten and Gloucestershire County Councils Early Years Team to develop the provision for a nursery in the older part of the building. The kindergarten owners were chosen because of their commitment to the charitable objectives of the Foundation</p> <p>Men's Sheds are community workshops where men can create converse and connect and have been shown to reduce loneliness and isolation, and improve mental health and wellbeing. A grant via Seven Trent was secured to erect shed for the village to operate alongside a community garden. Our "Community Shed" will be open to all persons regardless of age, gender, background, or ability. There is still lots to complete such as connection of electricity and water, before the shed is operational</p> <p>Every Friday, Art sessions are run for 2hrs. These are well attended, with excellent tuition, facilitated by two local experienced artists. Art work from the group is displayed in the centre's main hall and café area. This group is growing in size.</p>

		<p>Our Memory café is well established and runs every four weeks at the centre. It is aimed at giving support to individuals and their carers by providing a safe space to discuss dementia and its challenges. It is run by Art Space and several volunteers from the village. I want to thank everyone for their compassion and wonderful support for this group. Superb activities and games take place and there are ample people to chat, make and serve food and provide a very relaxed atmosphere.</p> <p>Each Wednesday at the centre, an hourly balance class is run by Farr Physio...... These are physiotherapy-led classes aimed at general fitness and wellbeing. They focus on balance, mobility, and strength. To attend residents can make self referrals or it can come via their GP.</p> <p>As with the Memory café this has been running for well nearly two years and is firmly established.</p> <p>Towards the end of the year a number of Crafternoon sessions were held. These introduced those that attended to a range of different crafts and have continued into 2025.</p> <p>The weekly drop-in café on a Wednesday attracts not only villagers but also a group from the local care home for vulnerable adults.</p> <p>There are three organisations who hire the centre on a regular basis. The income of these helps to fund the running costs and activities held at the centre.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance	Para 1.41	

against objectives		
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period the financial position of the Charity was healthy with a positive bank balance and money held in reserve with CCLA
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held with CCLA has security in case of the need for emergency building repairs. General running expenses of the Harvey Centre are met using the Trusts bank account
Amount of reserves held	Para 1.22	CCLA Investment Account £49,071
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Nursery Income accounts for a significant proportion of the charity's income. Activities such as the Art Class have provided a healthy addition to charity funds
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The need to recruit additional trustees
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	All trustees are volunteers who have agreed to act as the trustee board. The chair is an elected position. No other formal positions are held

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Minsterworth Free School Foundation
Other name the charity uses	
Registered charity number	311648
Charity's principal address	The Harvey Centre Main Road Minsterworth GL2 8JH

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Roger Ingham	Chair		
2	Ian Brooks			
3	Rita Garbutt			
4	Sue Smith (Resigned 2025)			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
Not applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not applicable		

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Roger Ingham

Roger Ingham	
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Position (eg Secretary,
Chair, etc)

Chair

Chair	
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Date

06/10/25

06/10/25

Minsterworth Free School Foundation (Charity 311648)

Income and Expenditure Account

Year ended 31st December 2024

	2024		2023	
	£	£	£	£
Bank Balance 1st January 2024		23,295		10,112
Income				
Grants Received	0		10,750	
Art Class Income	3,946		1,699	
Café Income	981		1,044	
General Rent Income	4,298		3,661	
Crafternoon Income	1,065		0	
Nursery Deposit	0		7,015	
Nursery Income	19,200		3,200	
Donations	530		271	
Interest from CCLA Account	1,336		1,684	
Miscellaneous	6		0	
CCLA Fund Withdrawal	0	31,362	25,000	54,323
Expenditure				
Art Class Expenditure	2,625		1,050	
Café Supplies/Cafe Equipment	407		191	
Memory Café	925		1,225	
Insurance	2,076		1,747	
Utilities (Gas & Electric)	2,467		1,561	
Water Rates	221		44	
Cleaning	1,219		976	
Internet / Telephone	807		495	
Internal Maintenance	1,252		0	
Garden Maintenance	0		121	
Stationery	21		25	
Advertising	0		86	
Legal Fees	1,750		0	
Miscellaneous	300		88	
Crafternoons	1,176		0	
Centre Refurbishment	79		3,051	
External Works	7,185	22,510	30,481	41,139
Bank Balance 31st December 2024		32,147		23,295
Increase in Bank Balance		8,852		13,184

Signed on behalf of the Trustees:

R M Ingham

Name: Roger Ingham

Date: 08/10/25

Minsterworth Free School Foundation (Charity 311648)

Income and Expenditure Account

Year ended 31st December 2024

	2024
	£
Current Assets	
Charities Investment Fund	49,070
NatWest Bank Current Account	32,147
	<u>81,217</u>
Current Liabilities	
Nursery Deposit	-7,015
	<u><u>74,202</u></u>
Reserves	
Balance at 1st January 2024 (a)	64,266
Increase in Bank Balance during	8,852
Increase (Decrease) in Investments	1,084
	<u><u>74,202</u></u>

Signed on behalf of the Trustees:

R M Ingham

Name: Roger Ingham

Date: 08/10/25



Section A Independent Examiner's Report

Report to the trustees The Harvey Centre

On accounts for the year ended 31st December 2024 Charity no (if any) 311648

Set out on pages One and Two (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 which give 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: Julian Christopher Oxley Date: 6th October 2025

Name: Julian Christopher Oxley

Relevant professional qualification(s) or body (if any): MA, FCA

Address: Cura, Main Road, Minsterworth, Gloucester, GL2 8JH

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

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Minsterworth Free School Foundation

England & Wales - Charity number 311648

Accounts



Trustees' Annual Report for the period

From 1/1/23 Period start date To 31/12/23 Period end date

Charity name: **Minsterworth Free School Foundation**

Charity registration number: **311648**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Primarily, to act as a resource for children and young people up to the age of 25 living in the area of benefit by providing advice and assistance and organising programmes of physical, educational and other activities as a means of: (a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals; and b) advancing education; and (2) when not used for the above purpose, to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents of the area of benefit without distinction of sex, sexual orientation, race or of political, religious or other opinions
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Provision of space for the development of a nursery Operation of a Memory Café for those suffering from Dementia Various activities designed to enhance the well-being of the community (see detail below)
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees of Minsterworth Free School Foundation confirm that all activities undertaken at The Harvey Centre conform to the guidance issued by the Charity Commission

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not Applicable
Contribution made by volunteers	Para 1.38	Alongside trustees the foundation relies heavily on the use of volunteers to run activities and to maintain the grounds
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The trustees have worked with Minsterworth Kindergarten, Gloucestershire County Councils Early Years Team to develop the provision for a nursery in the older part of the building. The kindergarten owners were chosen because of their commitment to the charitable objectives of the Foundation.</p> <p><i>Men's Sheds</i> are community workshops where men can create converse and connect and have been shown to reduce loneliness and isolation, and improve mental health and wellbeing.</p> <p>A grant via Seven Trent was secured to erect shed for the village to operate alongside a community garden. Our "Community Shed" will be open to all persons regardless of age, gender, background, or ability. There is still lots to complete such as connection of electricity and water, before the shed is operational</p> <p>The Harvey Centre was one of many community venues across Gloucestershire to provided 'Warm and Welcome Spaces' last winter, as everyone experience the fuel crisis. Everyone was given a very welcome at the Harvey Centre.</p> <p>At this Harvey Centre we expanded the length of time our café was open, opened up the area for under-fives to play and served soup and rolls. This mainly benefited the older generation of the village but not exclusively.</p>

		<p>Every Friday, Art sessions are run for 2hrs. These are well attended, with excellent tuition, facilitated by two local experienced artists. Art work from the group is displayed in the centre's main hall and café area. This group is growing in size.</p> <p>Our Memory café is well established and runs every four weeks at the centre. It is aimed at giving support to individuals and their carers by providing a safe space to discuss dementia and its challenges. It is run by Art Space and several volunteers from the village. I want to thank everyone for their compassion and wonderful support for this group. Superb activities and games take place and there are ample people to chat, make and serve food and provide a very relaxed atmosphere.</p> <p>Each Wednesday at the centre, an hourly balance class is run by Farr These are physiotherapy-led classes aimed at general fitness and wellbeing. They focus on balance, mobility, and strength. To attend residents can make self referrals or it can come via their GP. These are popular sessions and need booking in advance. As with the Memory café this has been running for well over a year now and firmly established.</p> <p>There are three organisations who hire the centre on a regular basis.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period the financial position of the Charity was healthy with a positive bank balance and money held in reserve with CCLA
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held with CCLA has security in case of the need for emergency building repairs. General running expenses of the Harvey Centre are met using the Trusts bank account
Amount of reserves held	Para 1.22	CCLA Investment Account -£47,986
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no concerns about the charity as a growing concern. The use of the centre continues to grow

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charities main forms of funding are donations, grants and rental for use of space
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g. unincorporated association , CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	All trustees are volunteers who have agreed to act as the trustee board. The chair is an elected position. No other formal positions are held

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Minsterworth Free School Foundation
Other name the charity uses	
Registered charity number	311648
Charity's principal address	Main Road Minsterworth GL2 8JH

Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

Roger Ingham

Roger Ingham	
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Position (eg Secretary,
Chair, etc)

Chair

Chair	
-------	--

Date


26/10/2024

26/10/2024

Minsterworth Free School Foundation
Income and Expenditure Account
for the Year ended 31st December 2023

	2023		2022	
	£	£	£	£
Bank Balance 01/01/2023		10,112		6,730
Income				
Grants Received	10,750		4,495	
Art Class Income	1,699		0	
Café Income	1,044		1,657	
General Rent Income	4,011		2,695	
Nursery Deposit	7,015			
Nursery Income	3,200		0	
Donations	271		340	
Interest from CCLA Account	1,684		2,042	
CCLA Fund Withdrawal	25,000	54,673	0	11,228
Expenditure				
Art Class Expenditure	1,050		0	
Café Supplies/Cafe Equipment	191		178	
Memory Café	1,225		0	
Insurance	1,747		1,166	
Utilities (Gas & Electric)	1,561		1,307	
Water Rates	44		281	
Cleaning	976		789	
Internet / Telephone	495		468	
Garden Maintenance	121		0	
Stationery	25		0	
Advertising	86		0	
Miscellaneous	88		25	
Jubilee Celebrations	0		1,713	
Centre Refurbishment	3,051		1,920	
External Works	30,481	41,139	0	7,846
Bank Balance 31/12/2023		<u><u>23,645</u></u>		<u><u>10,112</u></u>
Increase in Bank Balance		<u><u>13,534</u></u>		<u><u>3,382</u></u>

Signed on behalf of the Trustees:

Name: 
Date: 28/10/24

Minsterworth Free School Foundation
Balance Sheet as at 31st December 2023

Current Assets

Charities Investment Fund	47,986
NatWest Bank Current Account	<u>23,645</u>
	71,631

Current Liabilities

Nursery Deposit	<u>-7,015</u>
	<u>64,616</u>

Reserves

Balance at 1st Jan 2023	84,608
Increase in Bank Balance during Year	13,534
	-
Decrease in Investment Fund during Year	<u>26,511</u>
	71,631
Less Nursery Deposit	<u>-7,015</u>
Balance at 31st Dec 2023	<u>64,616</u>

Signed on behalf of the Trustees:

Name: 

Date: 28/10/24



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
The Harvey Centre

On accounts for the year
ended

31st December 2023

Charity no
(if any)

311648

Set out on pages

One & two

(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 31/12.2023DD / 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- 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.

Signed:

Julian Oxley

Date:

22nd October 2024

Name:

Julian Christopher Oxley

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

MA, FCA

Address:

Cura, Main Road, Minsterworth, Gloucester, GL2 8JH

Minsterworth Free School Foundation

England & Wales - Charity number 311648

Accounts

Annual Review for The Minsterworth Free School Foundation

Introduction

The Minsterworth Free School Foundation is submitting its Annual Return due by 31st October 2022.

A copy of the Accounts is enclosed; they have been independently inspected.

Minsterworth Free School Foundation (311648) (MFSF) was registered with The Charity Commission on the 14th July 2021. It replaced the previous Free School Charity. The Trustees of MFSF acquired the building of Minsterworth Church of England Primary School which was closed in December 2017. The building has been named "The Harvey Centre" in honour of the poet, F. W. Harvey, who lived in Minsterworth for part of his life and is buried within the Churchyard.

Purpose of the Harvey Centre

The Objects of the Charity are:

Use of property

The property shall be used:

(1) Primarily, to act as a resource for children and young people up to the age of 25 living in the area of benefit by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

(a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;

Advancing education

(2) when not used for the above purpose, to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents of the area of benefit without distinction of sex, sexual orientation, race or of political, religious or other opinions.

(3) The Property must be retained for the objects of the Charity.

Trustees

There are 3 ex officio trustees and up to 5 co-opted trustees. The 3 ex officio trustees are the Vicar and Churchwardens of St Peter's Church Minsterworth. During 2021 there were 7 Trustees; this increased to 8 in October.

Ex officio - Reverend Sarah Hobbs, J. Stait, A. Cowdrey

Co-opted members - Chair: F. Aldridge, R. Ingham, R. Garbutt, I. Brooks, Arlette Lane

The Trustees met 11 times during the year in addition to holding an extraordinary meeting. An agenda is set out prior to the meeting and minutes are kept by a Minutes Secretary who is not a Trustee. A Trustee is responsible for the Finances and met with a subcommittee of 3 others. Financial Report and Management updates are presented at each Board Meeting.

Focus for 1st Year

The focus has been to bring the building up to a standard to enable it to be open to the Public. Contractors have been sourced when work was not able to be completed by volunteers or were required for expertise and safety purposes.

Policies and Procedures have been developed. This includes: Health and Safety including Fire, Risk Assessments, Financial Protocols, and Safeguarding.

Building Insurance and Public Liability Insurance have been put in place.

Income, Funding and Grant Applications

There is a COIF Charity Investment Fund named *Minsterworth Free School* which pays interest into the Minsterworth Free School Foundation Bank Account 4 times a year.

To improve the facilities grant applications have been sourced. An application for a Disability Facilities Grant was successful as was a Community Capital Grant. This enabled external work to be undertaken laying new tarmac for car parking and fencing around the old playground, plus a new ramp and pathway, railings and lighting. Internally, radiators were replaced and an accessible disabled toilet installed.

Donations supporting the Harvey Centre are generated from personal sources, open days and the weekly community café.

A plant sale was held which contributed a sum of money for improving the grounds.

There has also been an extensive amount of time donated from volunteers supporting the Trustees. Particular focus has been on decoration and repairs internally plus garden and external maintenance and upkeep.

Activities and Events

The Parish of Minsterworth has both a Church and a Village Hall which serve the local Community. Additionally the Harvey Centre is a hub for a range of educational and well-being activities for adults, children and young people. Activities at the Centre complement but do not duplicate those organised by the village Hall. The Harvey Centre is not available to hire for social functions.

In November 2021 an Opening Event was held for the local community. This was well attended and gave an opportunity for many to tour the building and view the developments made.

A weekly café commenced on Wednesday mornings, an Art Group on Fridays with a Book and DVD exchange on those days. A "Balance" Class has also commenced weekly and a Choir uses the venue weekly for rehearsals.

Forward Planning

The focus for the future is to refurbish and investigate ways of using the old School Hall at the end Harvey Centre as set out in the Objects of the Charity.

- Discussion on the proposal received for possible leasing of the space at the Centre from a Nursery provider and contractual and legal implications for the MFSF charity and its trustees. Alternately revisiting previous discussions of an Educational or Nurture base within the Centre.
- Development of previous discussions on supporting vulnerable young people who are educationally compromised.
- Providing a safe space for a charity from the Forest of Dean specialising in literacy and numeracy for traveller children and families.
- Adult Education such as Basic IT support.
- Promotion of Health and Wellbeing via sessions such as Yoga, Pilates, healthy eating and health education
- Growing and increasing an established Memory Cafe for Alzheimer's patients, their carer's and families.
- Providing social opportunities for the elderly, adults in supported living and people of any age feeling anxious or isolated.
- Increase sessions for family learning, Play dates, Forest School and little church.

To bring these plans to fruition there is a need to seek further Grants for:

Improving the interior of the old school hall and a smaller adjacent room.
Improving the entrance area of that part of the building.
Making safe the external access and grounds in the surrounding area.

The leasing of this area would bring in a funding stream that would give the centre a firm financial foundation.

There is an aspiration to appoint a Centre Manager to support the day to day running of the Harvey Centre.

The Trustees are committed to developing the policies for the MFSF, in particular the financial procedures and processes.

Minsterworth Free
Year to Date
Sum

Current
Balance Brought Forward (01/01/2021)
Income
Total
Expenditure
Balance Brought Forward 31/12/21
Cash in hand
CCLA inv
Balance Brought Forward (01/01/2021)
Income
Balance Brought Forward 31/12/21
Working Funds to carry forward as at 31.12.21

School Foundation
e Accounts
mary

Account
£13,367.90
£60,043.37
£73,411.27
-£66,681.34
£6,729.93
£3.67

estments
£67,755.46
£9,611.43
£77,366.89
£84,100.49

Statement of Financial Affairs (SOFA)

a)	Carried Forward - 01/01/2021	£81,123.36
	Income by Type	Amount £
	Interest from CCLA Account	£1,994.82
	Donations	£1,500.00
	Events	£1,254.50
	Grants Received	£54,375.00
	Café Income	£355.26
	Usage of Space	£540.00
	B&Q Refund	£23.79
	Increase in value of investments	£9,611.43
b)	Total Income	£69,654.80
c)	Income + Carry Forward	£150,778.16
	Expenditure by Cost Centre	Amount £
	Legal Fees	£0.00
	Insurance	£868.26
	Harvey Centre Refurbishment	£9,020.71
	Garden Maintenance	£237.50
	External Works	£50,936.85
	Water Rates	£305.07
	Internet / Telephone	£435.00
	Miscellaneous / Sundries	£103.06
	Play Equipment	£20.99
	Disability Report	£270.00
	Catering / Café Supplies	£182.43
	Café Equipment	£265.99
	Grant Repayment	£1,000.00
	Furniture	£2,009.97
	Stationery	£82.26
	Utilities (Gas / Electric)	£943.25
d)	Total Expenditure	£66,681.34
e)	Cash in Hand	£3.67
f)	(c + e) - d	£84,100.49

Minsterworth Free School Foundation - Financial Summary & Forecast - As at 17/11/21														
	Jan - Dec 2020	01/21	02/21	03/21	04/21	05/21	06/21	07/21	08/21	09/21	10/21	11/21	12/21	2021
	£	£	£	£	£	£	£	£	£	£	£	£	£	£
a) Opening Balance	£13,254.53	£13,367.90	£12,186.22	£17,664.48	£16,651.79	£16,053.64	£14,034.78	£14,644.70	£27,352.91	£13,882.87	£10,912.88	£9,787.83	£6,593.86	£13,367.90
Income	Income Type	£	£	£	£	£	£	£	£	£	£	£	£	£
	Interest from CCLA Account	£1,950.49		£496.24				£496.18		£496.18			£508.22	£1,994.82
	Donations	£700.00			£1,000.00			£500.00						£1,500.00
	Events	£0.00						£935.00						£1,254.50
	Grants Received	£2,000.00		£6,960.00				£950.00	£13,810.00		£13,850.00	£14,805.00	£4,000.00	£54,375.00
	Café Income													£355.26
	Usage of Space										£540.00			£540.00
	B&Q Refund										£23.79			£23.79
b)		£4,650.49	£0.00	£7,454.24	£1,000.00	£0.00	£1,931.18	£950.00	£13,810.00	£496.18	£14,413.79	£14,998.00	£4,508.22	£481.76
c)	Net Income (a + b)													£73,411.27
Expenditure	Cost Centre	£	£	£	£	£	£	£	£	£	£	£	£	£
	Legal Fees	£3,372.00												£0.00
	Insurance	£159.82	£69.82	£69.82	£69.82	£69.82	£69.82	£69.82	£69.82	£69.82	£69.82	£79.98	£79.95	£968.26
	Harvey Centre Refurbishment	£937.26		£1,322.00	£777.98	£176.74	£3,588.00	£48.50	£764.76		£373.56	£354.65	£1,484.52	£9,020.71
	Garden Maintenance													£237.50
	External Works									£57.50		£80.00	£100.00	£50,936.85
	Water Rates									£13,810.00	£16,800.60	£15,333.00	£4,993.25	£305.07
	Internet / Telephone						£37.88		£145.30		£29.35		£92.54	£435.00
	Miscellaneous / Sundries	£61.00			£13.00	£25.19	£20.00	£24.89					£11.98	£103.06
	Play Equipment													£20.99
	Disability Report				£270.00									£270.00
	Catering / Café Supplies								£29.96		£25.35		£85.92	£182.43
	Café Equipment												£74.99	£265.99
	Grant Repayment		£1,000.00								£191.00			£1,000.00
	Furniture			£500.00	£818.57	£326.40		£165.00					£200.00	£2,009.97
	Stationery							£16.48					£65.78	£82.26
	Utilities (Gas / Electric)	£7.04	£111.86	£84.16	£63.32		£234.34	£31.87	£75.47	£28.90	£85.10	£84.42	£57.27	£943.25
d)	Total Expenditure	£4,537.12	£1,181.68	£1,975.98	£2,012.69	£598.15	£3,950.04	£340.08	£1,101.79	£13,966.22	£17,383.78	£16,123.05	£7,702.19	£66,681.34
e)	Cash in Hand													£3.67
	Closing Balance (c + e) - d	£13,367.90	£12,186.22	£17,664.48	£16,651.79	£16,053.64	£14,034.78	£14,644.70	£27,352.91	£13,882.87	£10,912.88	£9,787.83	£6,593.86	£6,733.60

MINSTERWORTH FREE SCHOOL FOUNDATION

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES.

I report on the accounts of The Minsterworth Free School Foundation for the year ended 31 December 2021.

Responsibilities and basis of the report.

The Trustees of the Minsterworth Free School Foundation are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is sufficient.

It is my responsibility to:

- a. examine the accounts under section 145 of the 2011 Act.
- b. To follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.
- c. To state whether particular matters have come to my attention.

Independent examiner's report

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

Independent examiner's statement

In connection with my examination, the following matters has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or

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

2021 was the first full year of the Trust working to fulfil its aims and was conducted within the very challenging period of the Covid pandemic.

However:

The financial governance structures for the Foundation were not fully developed.

The Bank Statements from 1st January to 12th March were not available.

Some of the supporting invoices and the majority of receipts were not available.

This has meant that a full correlation of the accounts has not possible. However it is clear that monies coming in and funds expended, were used correctly in accordance with the wishes of the donors and the aims of the foundation.

It is recommended that:

Separate records are kept for investments, bank accounts and cash;

An invoice or receipt is kept for each transaction;

Where appropriate, grants are recorded as "Restricted" funds and expenditure of these funds is limited accordingly;

Transactions are recorded "gross" and are not netted off;

End of year accounts should show any outstanding debtors and creditors;

A statement of accounting policies be produced.

Gift Aid be claimed on donations made by tax-paying individuals.

Commander Mervyn Cowdrey Royal Navy
September 2022
Craycroft
The Street
Minsterworth
Gloucestershire

15th

GL2 8JJ