

# **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 14<sup>th</sup> 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 1<sup>st</sup> 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
<b>Balance Brought Forward (01/01/2021)</b>
Income
<b>Total</b>
Expenditure
<b>Balance Brought Forward 31/12/21</b>
Cash in hand
<b>CCLA inv</b>
<b>Balance Brought Forward (01/01/2021)</b>
Income
<b>Balance Brought Forward 31/1/2/21</b>
<b>Working Funds to carry forward as at 31.12.21</b>

<b>School Foundation</b>
<b>e Accounts</b>
mary

<b>Account</b>
<b>£13,367.90</b>
<b>£60,043.37</b>
<b>£73,411.27</b>
<b>-£66,681.34</b>
<b>£6,729.93</b>
<b>£3.67</b>
<b>estments</b>
<b>£67,755.46</b>
<b>£9,611.43</b>
<b>£77,366.89</b>
<b>£84,100.49</b>

# 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)	(a + b) 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 Closing Balance	£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		£494.24			£496.18			£496.18			£508.22		£1,994.82
	Donations	£700.00			£1,000.00		£500.00					£193.00		£126.50	£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	£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	£60,043.37
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	£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	£130.00	£9,020.71
	Garden Maintenance									£57.50		£80.00	£100.00		£237.50
	External Works									£13,810.00	£16,800.60	£15,333.00	£4,993.25		£50,936.85
	Water Rates						£37.88		£145.30		£29.35			£92.54	£305.07
	Internet / Telephone													£435.00	£435.00
	Miscellaneous / Sundries	£61.00			£13.00	£25.19	£20.00	£24.89						£11.98	£103.06
	Play Equipment													£20.99	£20.99
	Disability Report				£270.00										£270.00
	Catering / Café Supplies								£29.96		£25.35			£85.92	£182.43
	Café Equipment											£191.00		£74.99	£265.99
	Grant Repayment		£1,000.00												£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	£86.54	£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	£345.69	£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	£6,729.93	£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 1<sup>st</sup> January to 12<sup>th</sup> 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

15<sup>th</sup>

GL2 8JJ