

# BRECON VOLUNTEER BUREAU

England & Wales · Charity number 514686

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1984-01-06

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

## Contact

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**Address** Brecon Volunteer Bureau  
Queenshead Vaults  
Market Street  
Brecon  
Powys  
LD3 9AH

**Phone** 01847623136

**Email** [vbxbrecon@gmail.com](mailto:vbxbrecon@gmail.com)

## Activities

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**Objects:** The promotion of volunteering and community capacity building within the community of Brecon and the surrounding area, for the advancement of citizenship and community development that is responsive to the changing needs of society.

**Activities:** -RECRUITMENT OF VOLUNTEERS FOR LOCAL CHARITIES

## Classification

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- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Disability, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

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- **Area of benefit:** BRECON AND DISTRICT
- Powys

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£34,531	£42,285	-	-
2024-03-31	£40,733	£34,520	-	-
2023-03-31	£25,635	£25,204	-	-
2022-03-31	£19,866	£21,699	-	-
2021-03-31	£33,802	£25,792	-	-

## Trustees

Name	Role	Appointed
<b>Susie Kinghan</b>	Chair	2024-06-27
Cerian Martin		2015-06-25
Fraser Alexander McAuley		2025-04-15
John Craig Powell		2023-06-27

**BRECON VOLUNTEER BUREAU**

England & Wales - Charity number 514686

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# Accounts

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## **Brecon Volunteer Bureau**

### **Trustees' Annual Report**

*For the year ending 31 March 2025*

#### **1. Introduction**

The trustees are pleased to present the Annual Report for the Brecon Volunteer Bureau (BVB). This year has seen strong community engagement, continued partnership working, and the delivery of a wide range of activities that support wellbeing, volunteering, and social connection across Brecon. Alongside these achievements, the organisation has faced challenges around funding sustainability, particularly for informal volunteering and core staffing. The trustees remain committed to securing long-term stability to ensure BVB can continue to serve the community effectively.

#### **2. Objectives and Activities**

BVB exists to strengthen community life by promoting volunteering, reducing social isolation, and supporting grassroots initiatives. Our charitable aims include:

- Connecting individuals with volunteering opportunities
- Supporting community groups and local projects
- Providing inclusive spaces for social interaction
- Encouraging environmental and wellbeing-focused activities
- Enhancing community resilience through partnership working

All activities undertaken during the year were aligned with these charitable purposes and delivered clear public benefit.

#### **3. Achievements and Performance**

##### **3.1 Numeracy Level 2 Funding**

BVB secured funding to deliver Numeracy Level 2 activities. Participants engaged enthusiastically, developing their mental maths skills through practical, confidence-building sessions. Feedback highlighted enjoyment, improved numeracy, and increased self-belief.

##### **3.2 Local Places for Nature**

The **Brecon Wildlife Habitats Initiative** aimed to enhance biodiversity across Brecon's urban areas by creating and distributing bird boxes, bat boxes, and hedgehog homes. These were placed in private gardens and communal spaces, enabling residents to support local wildlife.

##### **Activities included:**

- Designing and creating bug boxes and bee hives

- Commissioned work for **On The Verge** and the **local allotment society**
- Collaboration with BBNPA, local allotments, and Scout and Cub groups
- Hands-on workshops delivered by the Men's Shed ("the Shedders")

These activities strengthened community engagement and increased awareness of local biodiversity.

### **3.3 Informal Volunteering Pilot Scheme – Social Value Forum (PAVO)**

The Informal Volunteering Project supported a wide range of community initiatives over the past year. Volunteers contributed to environmental projects, community events, and one-off tasks that offered tangible outcomes and team-based working.

#### **Volunteer insights:**

- Preference for one-off outdoor activities
- Strong interest in environmental and conservation projects
- Limited capacity for indoor or ongoing individual support

#### **Challenges included:**

- A smaller pool of volunteers available for individual support
- Inability to cover travel expenses, restricting support to central Brecon
- Occasional inappropriate requests for volunteer assistance

Despite these challenges, the project delivered meaningful community value. Unfortunately, there was no further funding available for this project, so it concluded at the end of March 2025.

### **3.4 COOP Community Scheme**

Funding from the COOP Community Scheme enabled BVB to provide a warm, welcoming space for residents, helping to reduce social isolation and strengthen community connections.

#### **Activities supported included:**

- Men's Shed and Repair Café
- Saturday breakfasts, which became a valued weekly gathering
- Creative projects such as cardboard aeroplanes for VE Day
- The thriving Shanty Crew, which continues to grow and enrich Brecon's cultural life

These initiatives fostered camaraderie, creativity, and a strong sense of belonging.

### **3.5 Powys County Council Warm Space Grant**

The Warm Hub at BVB provided a supportive, nurturing environment for individuals seeking warmth, safety, and companionship. The hub has become a model for community wellbeing, offering a refuge during times of hardship and everyday challenges.

### 3.6 Brecon Town Council

Funding supported the continued development of the **Brecon Men's Shed**, which plays a vital role in reducing social isolation and improving mental wellbeing.

#### Current and future plans:

- Weekly Saturday morning sessions
- Planned expansion to Wednesday evenings
- Funding to support coordination and utilities
- Development of community projects and member-led initiatives that may generate income

The Men's Shed aligns closely with BVB's mission of strengthening community cohesion.

## 4. Public Benefit Statement

The trustees confirm that they have complied with their duty to have regard to the Charity Commission's guidance on public benefit. All activities undertaken during the year were designed to support community wellbeing, reduce isolation, promote volunteering, and enhance local environments.

## 5. Financial Review

Overall income for the year was **£6,000 lower** than in the previous financial year. This reduction reflects both the challenging funding landscape and the timing of grant payments, as several final instalments from current projects will not be received until the **2025/26 financial year**. These delays have created short-term pressure on cash flow, though the trustees expect the outstanding funds to be received as scheduled.

Opportunities for **core funding** remain limited, and this continues to be a significant strategic concern. Core funding is essential for sustaining key staff roles, maintaining the building, and ensuring the continuity of BVB's services. The trustees are actively reviewing the organisation's financial position and exploring additional funding avenues, including partnership approaches, new grant streams, and income-generating activities.

The trustees remain committed to strengthening BVB's long-term financial resilience and will continue to prioritise securing stable, sustainable funding to support the charity's core work.

## 6. Structure, Governance and Management

Brecon Volunteer Bureau (BVB) is governed by a board of trustees who oversee strategic direction, financial stewardship, and compliance with charity law. Trustees meet regularly

and work closely with staff, volunteers, and partner organisations to ensure that BVB continues to meet community needs effectively.

During the year, trustees held extensive discussions about the organisation's long-term sustainability and the importance of developing a **joint working approach** with other local charities. Organisations such as MIND, along with other community partners, were identified as potential collaborators for shared funding bids, coordinated service delivery, and joint community initiatives. Trustees agreed that partnership-based funding models may offer greater stability in an increasingly competitive funding environment.

A significant focus of governance discussions centred on the ongoing challenge of securing **core funding**, which remains essential for sustaining key staff roles, particularly the BVB manager. Trustees noted that more reliable core funding would create the opportunity to establish a full-time post, providing much-needed continuity and capacity. This would also enable BVB to expand its services, including offering evening sessions for community groups and increasing the availability of hireable space. Additional income from room hire could contribute to the long-term sustainability of BVB's core services.

Trustees also emphasised the need to undertake **comprehensive research and data gathering** to better understand what the local community would like to see delivered or funded at BVB. This evidence-based approach will ensure that future services reflect genuine community need. Once the research is completed and a report compiled, the findings will be incorporated into a detailed business plan to support applications for continued core funding.

Across all governance discussions, the trustees reaffirmed that the organisation's **primary strategic priority** is to secure long-term core funding to safeguard BVB's future and ensure the continuation of its vital community services.

## 7. Plans for the Future

The key priority for the coming year is to secure **long-term core funding** to support essential staff roles and ensure the sustainability of BVB's services. This includes:

- Completing community research and data gathering
- Developing a comprehensive business plan
- Strengthening partnerships with local organisations
- Exploring opportunities to expand room hire and evening activities
- Continuing to support grassroots community initiatives



**BRECON VOLUNTEER BUREAU**

**(CHARITY No 514686)**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2025**

## Administrative Information

Elected Trustees: John Powell  
Michelle Talbot – resigned February 2025

Chair: Susie Kinghan, appointed February 2025  
Vice-Chair: Michael Evans, appointed February 2025  
Treasurer: Cerian Martin  
Secretary: Kirsten Jones

Mortan Keet (Chair) resigned December 2024  
Liam Fitzpatrick was appointed Chair December 2024, resigned February 2025

### Accounts Approved by Board on 27<sup>th</sup> June 2024

#### Financial Accounts for the year 2024-2025 – Brecon Volunteer Bureau

The statement of Financial Activities is shown on the following pages for the year ended 31<sup>st</sup> March 2025. The overall position is a deficit of £7,754. The reporting to the Board through the year has been to monitor spend against grant funds and provide periodic reports to the funding bodies. The Balance Sheet is a consolidated account.

#### Core Business

The Core Business of Brecon Volunteer Bureau is the running of the office, which includes rent and associated office overheads, as well as costs for one office manager. As noted last year, funding was received as part of an Informal Volunteering initiative to cover an additional twenty hours per week of staff time. This commenced October 2023 and ran for a period of eighteen months. The level and timing of the funding was not sufficient to cover the full salary costs in 2024/2025, with the final instalment not being received until the end of the initiative in April 2025. In addition, BVB successfully applied for a grant from Local Places for Nature Funding to recover expenditure incurred during the year but again the funding was not received during the 2024/25 accounting period. Both these timing differences contributed to the recorded deficit. During the year BVB received funding from several other sources including PAVO, Powys County Council, Brecon Beacons National Park Authority, Powys Teaching Health Board, and Brecon Town Council. However, due to a non-recurring grant from the National Lottery the previous year, the level of funding in 2024/25 decreased significantly.

Signed: Bri Kerley

Date 25 June 2025

Name Bri Kerley

**Independent Examiner's Report on the Accounts for the Year Ended 31 March 2025**

Report to the Trustees of Brecon Volunteer Bureau – Charity No 514686

**Respective Responsibilities of Trustees and Examiner** The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. I have examined the accounts provided to me under section 145 of the Charities Act, and followed the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and state whether particular matters have come to my attention.

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

**Independent Examiner's Statement** In connection with my examination, no matter has come to my attention  
1. Which gives me reasonable cause to believe that, in any material respect, the requirements:  

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

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

Signed:

Bri Kerley

Date

25 June 2025

Name

Bri Kerley FCCA

Address

Sutherland Beck, Didcot, Oxon

**BRECON VOLUNTEER BUREAU, INCLUDING COMMUNITY KITCHEN****INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2025**

<b>2023-24</b>	<b>2024-25</b>
<b>£ INCOME</b>	<b>£</b>
<b>Grants</b>	
3,092 Powys County Council	3,120
4,114 BBNP	1,044
7,983 Other via PAVO	9,483
0 Powys Teaching Health Board	1,433
5,402 Lottery	0
7,681 Informal Volunteering	7,681
2,000 Brecon Town Council	2,184
1,173 Accommodation Sharing/vault hire	420
<u>31,445</u>	<u>25,365</u>
<b>Other</b>	
194 Repair Café	400
6,289 Community Kitchen	5,935
138 Bank Interest	200
160 Petty Cash	80
250 Other - catering	0
0 Donations - Men's Shed/Shanty Group	891
2,257 Donations	1,659
<u>9,288</u>	<u>9,166</u>
<b>40,733 TOTAL INCOME</b>	<b>34,531</b>
<b>EXPENDITURE</b>	
<b>Salary and Associated</b>	
16,219 Salaries	27,045
0 Debt Recovery	325
<u>16,219</u>	<u>27,370</u>
<b>Running Costs</b>	
3,675 Electricity, Heat & Light	4,085
3,350 Rent	3,675
437 Insurance	482
59 Photocopy & Stationery	25
384 Telecomms	804
0 Local Places for Nature Funding	3,016
130 Advertising & Promotion	68
86 Other	127
165 Training	0
7,959 Fixtures & Fittings	1,579
246 Repair café	154
1,784 Community Kitchen Food Purchases	899
27 Refreshments	0
<u>18,302</u>	<u>14,915</u>
<b>34,520 TOTAL EXPENDITURE</b>	<b>42,285</b>
<b>6,213 NET SURPLUS/(DEFICIT)</b>	<b>(7,754)</b>

**BRECON VOLUNTEER BUREAU, INCLUDING COMMUNITY KITCHEN**

**BALANCE SHEET AS AT 31 March 2025**

<b>2023-24</b>	<b>2024-25</b>
<b>£ Current Assets</b>	<b>£</b>
15,990 Lloyds Current Account	13,869
5,318 Investment - Monmouthshire	0
0 Debtors	0
154 Repair Café Petty Cash	0
172 CORE Petty Cash	12
<hr/> 21,635	<hr/> 13,880
<b><u>Current Liabilities</u></b>	
0 Accruals/Creditors	0
<hr/> 0	<hr/> 0
21,635 CURRENT ASSETS LESS CURRENT LIABILITIES	13,880
<b><u>Capital and Reserves</u></b>	
15,422 Balance brought forward	21,635
Net Surplus/(Loss) for the Year	
6,213 Core Business	(7,754)
<b>21,635 FUNDS CARRIED FORWARD</b>	<b>13,880</b>

**BRECON VOLUNTEER BUREAU**

England & Wales - Charity number 514686

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# Accounts

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# Brecon Volunteer Bureau Annual Report

1<sup>st</sup> April 2023 - 31<sup>st</sup> March 2024



**Brecon Volunteer Bureau /Swyddfa Gwirfoddoli Aberhonddu**

**(Charity No./Rhif elusen 514686)**

**Queenshead (Market) Vaults/ Fowntiau Queenshead (Y Farchnad),**

**Market St/ Stryd y Farchnad, Brecon /Aberhonddu. LD3 9AH**

**Tel/ Ffon: 01874 623136**

**Email/ e-bost: : [vbxbrecon@gmail.com](mailto:vbxbrecon@gmail.com)**

## Trustees

Mortan Keet (Chair)

Cerian Martin (Treasurer)

Hannah Poulson (Secretary)

Michaela Davies

Andrew Oliver

John Powell

Michelle Talbot

## Staff

Marie Matthews (Manager)

Dawne Shepherd (Informal Volunteering Officer)

## **Board of Trustees**

The Trustees manage as a whole or divide into sub-committees as required. New Trustees can be co-opted by the Board until their official appointment at the next AGM. Trustees are appointed at the AGM by the members to serve until the conclusion of the AGM next after their appointment.

The members may appoint from within the Board the Chairperson, the Treasurer and the Secretary and any additional officers the members deem necessary to carry out any required activity. All officers of the charity shall retire annually and be eligible to stand for re-election so long as he/she has not served for longer than 5 years continuously. Any vacancy amongst the Officers may be filled by another Trustee and that person may hold office until the conclusion of the next AGM and shall be eligible for election.

## **Funding**

Brecon Volunteer Bureau is supported by annual funding from: Powys Association of Voluntary Organisations (PAVO), Powys County Council, Powys Local Teaching Health Board and Brecon Town Council.

## **Statement of Public Benefit**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity. The Mission Statement below sets out the activities undertaken by the charity.

## **Brecon Volunteer Bureau's Mission Statement**

- Recruiting, training, placing, and supporting volunteers and increasing the awareness of volunteering and its benefits in the communities of Powys
- Promoting and supporting the development of local sector initiatives and services to respond to local needs
- Providing an information service to local communities about community activities, opportunities, and services
- The network aims to operate within the framework of good practice provided by the Wales Council for Voluntary Action (WCVA) providing flexible yet consistent reliable services

## Chair's Report

BVB has continued to create interest in our community. We have run a several events and the kitchen, Men's Shed and Repair Café are now well-established. Funding, as always, has proved to be an issue. The Trustees discussed a joint working approach with other charities and sharing funds, such as MIND or other local charities as a way of going forward to secure funding and maintain services. Core funding is hard to come by, but it is essential to support key staff such as the manager of BVB staff. More secure funding could enable a full-time post and allow for expansion of services to support evening hire for groups and expand on hiring space to create an income to support continuation of key BVB services. We are currently completing research and data gathering on what the local community would like to see funded at BVB. Once this research is completed and a report compiled, this will go into a business plan to apply for long term core funding.

We have installed new energy efficient heaters, with the assistance of grant funding, replacing the ancient storage heaters, and I am grateful for those who have helped to improve the appearance of the premises throughout this year.

Special thanks to Marie for her excellent work throughout the year, we could not do without her local knowledge, people skills, enthusiasm and positive outlook, despite our shoestring budget. Dawne has been a welcome addition to our staff, and the Informal Volunteering project is well-underway.

Congratulations to Cerian who was awarded Trustee of the Year by PAVO at their Powys Volunteer of the Year Awards in June.

Thank you to the Trustees for their support and hard work this year.

## Manager's Report

<b>Monitoring Statistics: April 23- March 24</b>	
Numbers of volunteers placed (all ages)	52
Numbers of young volunteers placed (aged 14 - 25 yrs.)	13

Number of new opportunities created for 14 - 25-year-olds	28
Total number of new opportunities created on the Volunteering Website	20
Number of volunteers supported to enter a volunteering opportunity (in addition to those placed)	45

## **Manager's Report April 2023 – March 24**

**Funding:** Brecon Volunteer Bureau Is supported by annual funding from: Powys Association of Voluntary Organisations (PAVO), Powys County Council, Powys Local Teaching Health Board and Brecon Town Council. In addition, the BVB obtained a Sustainable Development Grant from the BBNPA to replace the heating - this was match funded from the National Lottery Awards For All fund. In October the BVB became part of the Co-op Community Scheme. PAVO are also supporting volunteering through a new pilot scheme Informal Volunteering. Other income is raised through fundraising events, hire of the Vaults and the Community Kitchen.

**Unsuccessful Bids:** Green Man

**Information regarding the Informal Volunteering scheme:** This pilot is an opportunity for us to develop how we currently promote volunteering opportunities with the aim of growing and adapting to the current climate and being able to offer episodic, flexible, informal volunteering opportunities as opposed to the traditional, rigid, formal volunteering our organisations have been used to offering. Informal volunteering is defined as unpaid, volunteering not co-ordinated by an organisation or institution.

The pilot project started in October 2023, despite delays with the recruitment process, another part time worker was appointed in February 2024. The project aims to recruit volunteers who are willing to give their time on an ad hoc basis, rather than have a regular volunteering commitment. We have a target to recruit 70 volunteers during the life of the project. At the end of March 2024, we had recruited 30 people.

The volunteers have been involved in several community events/activities. This has included gardening projects, community litter picks and nature conservation work. A small group of volunteers have also been involved with helping individuals in the community. Requests for help from members of the community have included assistance with shopping, gardening and supporting people to attend appointments/activities. So far, our Informal Volunteers have given 303 hours of their time supporting local activities and individuals in the community.

**Report:** This year has been about raising the volunteering profile with several information stands and awareness days to promote volunteering and engage with the community. The litter picks are always attended but more people enjoy it in the winter than the summer, they are a great way to meet new people and sign up volunteers for other things. We have 17 live opportunities, with 60 volunteers registered on the Database accumulating 142 hours of volunteering hours.

The Chair has been a great support in writing funding bids and working on a business plan to help carry us forward and I am very grateful for this. Funding is getting harder to obtain and coming up with new projects is exhausting, core funding is almost non-existent - everyone seems to be doing the same thing now and no one seems to want to work together.

Massive thanks to Michele for her support with the Crafting Group on Tuesday.

The Dungeons and Dragons group has now been disbanded and the Friday lunch group has stopped at the moment, the Choir Cats use another venue and so we are down on income from groups.

The Repair Cafe has moved from the first Saturday in the month and they have become part of Repair Cafe Wales.

The Men's Shed goes from strength to strength with many projects on the go and continues to be a massive support for the members and others. They are doing Sea Shanty singing at the moment.

They are also making Twiddle Boards for people with dementia or brain injury - these have been requested by the PTHB and they have the chance for some funding to make these. They also made bird boxes and hedgehog boxes for the BBNPA and flatpack hedgehog boxes for Llangorse cubs.

**Vaults:** Thanks to the work carried out by the previous chair Tom, the vaults are now more energy efficient with new LED lights and heating and we are hopefully getting new water heaters using the remaining money from the SDF fund. The electricity bills have been crippling this year and we can only hope that prices will come down soon.

There is still a lot of work to do to get the Vaults really really nice, funding will help to update the premises.



**BRECON VOLUNTEER BUREAU**

**(CHARITY No 514686)**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2024**

### **Administrative Information**

Elected Trustees: Michaela Davies, Andrew Oliver, John Powell, Michelle Talbot,  
Christine Williams - resigned July 2023

Chair: Mortan Keet  
Vice-Chair: Ieuan Williams, deceased March 2024  
Treasurer: Cerian Martin  
Secretary: Hannah Poulson

Joan Manley was appointed Chair July 2023, resigned September 2023

### **Accounts Approved by Board on 27<sup>th</sup> June 2023**

#### **Financial Accounts for the year 2023-2024 – Brecon Volunteer Bureau**

The statement of Financial Activities is shown on the following pages for the year ended 31<sup>st</sup> March 2024. The overall position is a surplus of £6,213. The reporting to the Board through the year has been to monitor spend against grant funds and provide periodic reports to the funding bodies. The Balance Sheet is a consolidated account.

#### Core Business

The Core Business of Brecon Volunteer Bureau is the running of the office, which includes rent and associated office overheads, as well as costs for one office manager. During the year, funding was received from the Social Value Development Fund as part of an Informal Volunteering initiative to cover an additional twenty hours per week of staff time. This commenced October 2023 and will run for a period of eighteen months. During 2023/24 BVB also received funding from a number of other sources including PAVO, Powys County Council, Brecon Beacons National Park Authority, National Lottery and Brecon Town Council. Some of this funding is non-recurring and for specific purposes associated with environmental improvements such as improved heating and building insulation.

Signed: Bri Kerley

Date: June 3, 2024

Name: Bri Kerley

## Independent Examiner's Report on the Accounts for the Year Ended 31 March 2024

Report to the Trustees of Brecon Volunteer Bureau – Charity No 514686

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

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

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

**Independent Examiner's Statement** In connection with my examination, no matter has come to my attention 1. Which gives me reasonable cause to believe that, in any material respect, the requirements:

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

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

Signed:

B Kerley

Date

June 3, 2024

Name

Bri Kerley FCCA

Address

Sutherland Beck, Didcot, Oxon

**BRECON VOLUNTEER BUREAU, INCLUDING COMMUNITY KITCHEN**

**INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2024**

<b>2022-23</b>	<b>2023-24</b>
<b>£ INCOME</b>	<b>£</b>
<u>Grants</u>	
8,420 Powys County Council	3,092
0 BBNP	4,114
7,983 Other via PAVO	7,983
0 Lottery	5,402
Informal Volunteering	7,681
0 Brecon Town Council for Comm. Kit	2,000
1,830 Accommodation Sharing/vault hire	1,173
<u>18,233</u>	<u>31,445</u>
<u>Other</u>	
304 Repair Café	194
6,670 Community Kitchen	6,289
52 Bank Interest	138
80 Petty Cash	160
Other - catering	250
296 Donations	2,257
<u>7,403</u>	<u>9,288</u>
<b><u>25,635 TOTAL INCOME</u></b>	<b><u>40,733</u></b>
<b>EXPENDITURE</b>	
<u>Salary and Associated</u>	
<u>15,623 Salaries</u>	<u>16,219</u>
<u>15,623</u>	<u>16,219</u>
<u>Running Costs</u>	
2,308 Electricity, Heat & Light	3,675
3,238 Rent	3,350
398 Insurance	437
12 Photocopy & Stationery	59
466 Telephone	384
0 Equipment & Software	0
187 Advertising & Promotion	130
388 Other	86
140 Training	165
0 Professional Fees	0
562 Fixtures & Fittings	7,959
222 Repair café	246
1,663 Community Kitchen Food Purchases	1,784
0 Refreshments	27
<u>9,581</u>	<u>18,302</u>
<b><u>25,204 TOTAL EXPENDITURE</u></b>	<b><u>34,520</u></b>
<b>432 NET SURPLUS/(DEFICIT)</b>	<b>6,213</b>

**BRECON VOLUNTEER BUREAU, INCLUDING COMMUNITY KITCHEN**

**BALANCE SHEET AS AT 31 March 2024**

<b>2022-23</b>	<b>2023-24</b>
<b>£ Current Assets</b>	<b>£</b>
9,919 Lloyds Current Account	15,990
5,180 Investment - Monmouthshire	5,318
0 Debtors	0
206 Repair Café Petty Cash	154
116 CORE Petty Cash	172
<hr/> 15,422	<hr/> 21,635
<b><u>Current Liabilities</u></b>	
<hr/> 0 Accruals/Creditors	<hr/> 0
0	0
15,422 CURRENT ASSETS LESS CURRENT LIABILITIES	21,635
<b><u>Capital and Reserves</u></b>	
14,990 Balance brought forward	15,422
Net Surplus/(Loss) for the Year	
432 Core Business	6,213
<b>15,422 FUNDS CARRIED FORWARD</b>	<b>21,635</b>

**BRECON VOLUNTEER BUREAU**

England & Wales - Charity number 514686

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# Accounts

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**Brecon Volunteer Bureau Annual Report**  
**1<sup>st</sup> April 2022 - 31<sup>st</sup> March 2023**



**Brecon Volunteer Bureau /Swyddfa Gwirfoddoli  
Aberhonddu**

**(Charity No./Rhif elusen 514686)**

**Queenshead (Market) Vaults/ Fowtiau Queenshead (Y  
Farchnad),**

**Market St/ Stryd y Farchnad, Brecon /Aberhonddu. LD3  
9AH**

**Tel/ Ffon: 01874 623136**

**Email/ e-bost: : [vbxbrecon@gmail](mailto:vbxbrecon@gmail.com)**  

Trustees

Tom Forbes (Chair)

Ieuan Williams (Vice Chair)

Cerian Martin (Treasurer)

Hannah Poulson (Secretary)

Richard Wooten (resigned October 2022)?????

Christine Williams

Cllr Michaela Davies

**Staff**

Marie Matthews (Manager)

## **Board of Trustees**

The Trustees manage as a whole or divide into sub-committees as required. New Trustees can be co-opted by the Board until their official appointment at the next AGM. Trustees are appointed at the AGM by the members to serve until the conclusion of the AGM next after their appointment.

The members may appoint from within the Board the Chairperson, the Treasurer and the Secretary and any additional officers the members deem necessary to carry out any required activity. All officers of the charity shall retire annually and be eligible to stand for re-election so long as he/she has not served for longer than 5 years continuously. Any vacancy amongst the Officers may be filled by another Trustee and that person may hold office until the conclusion of the next AGM and shall be eligible for election.

## **Funding**

Brecon Volunteer Bureau is supported by annual funding from: Powys Association of Voluntary Organisations (PAVO), Powys County Council, Powys Local Teaching Health Board and Brecon Town Council. **Anyone else?????**

## **Statement of Public Benefit**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity. The Mission Statement below sets out the activities undertaken by the charity.

## **Brecon Volunteer Bureau's Mission Statement**

- Recruiting, training, placing, and supporting volunteers and increasing the awareness of volunteering and its benefits in the communities of Powys
- Promoting and supporting the development of local sector initiatives and services to respond to local needs

- Providing an information service to local communities about community activities, opportunities, and services
- The network aims to operate within the framework of good practice provided by the Wales Council for Voluntary Action (WCVA) providing flexible yet consistent reliable services

## **Chair's Report**

I would like to take this opportunity to thank all the Trustees for their time, commitment, and support for Brecon Volunteer Bureau over the past 12 months. We have met every two months and I thank them for their collective involvement and valuable comments.

Following the resignation of Richard Wootten as Chair, I was asked if I would replace him. Cerian Martin continued as Treasurer and Hannah Poulson continued as Secretary. Cllr Ieuan Williams is the Health and Safety Officer, and Christine Williams is Supervision Officer. I am most grateful to Marie Matthews for her devotion to BVB and going above and beyond her normal duties.

Also, thanks to Christine Williams for helping with staff monitoring and Barbara Anglezarke BBNP for help with SDF grant. I apologise for anyone I have missed.

Cerian and Marie have spent many hours preparing applications for grants and their hard labour deserved a better return. However, their successes will enable the BVB to replace the existing storage radiators and make improvements to the pair of entrance doors at least.

We have held meetings and had communication with PAVO regarding data entry to fulfil grant requirements and thank Melissa Townsend for her support with this and other issues.

Marie has an excellent rapport with our regulars at these sessions. They thrive in the safe and friendly environment with

plenty of laughs. We have received comments such as: “This is the highlight of my week, it’s so nice to meet up with my friends and make new ones,” “We are always having fun and I love the bingo sessions” and “It’s helped my confidence and I want to learn how to cook better.”

With the co-operation and approval of our landlord, Sockett Properties Ltd., many improvements have been made at minimal cost such as:-

Repairing defective water pipes above vaults in market toilet area.

Clearing weeds from front elevation and car park.

Repairing rainwater goods and clearing gully in car park.

Redecorating old blank doorways to front elevation.

Fitting draught strips to entrance doors and staining (stain donated by B Jenkins and Sons Ltd).

Fit new hanging rails for internal curtains.

Re-decorating w.c. wall and end of vault 1 following water ingress.

Erecting shelves in rear storage area.

Installing replacement LED strip lights to reduce electricity use.

Replacing defective sink mixer tap.

Due to personal reasons, I am standing down as the Chair and member of the Board of Trustees. I do however wish to continue supporting BVB as a volunteer.

Tom Forbes

## Manager's Report

<b>Monitoring Statistics: April 22-March 23</b>	
Numbers of volunteers placed (all ages)	
Numbers of young volunteers placed (aged 14 - 25 yrs.)	
Number of new opportunities created for 14 - 25-year-olds	
Total number of new opportunities created on the Volunteering Website	
Number of volunteers supported to enter a volunteering opportunity (in addition to those placed)	



**BRECON VOLUNTEER BUREAU**

**(CHARITY No 514686)**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023**

## Independent Examiner's Report on the Accounts for the Year Ended 31 March 2023

Report to the Trustees of Brecon Volunteer Bureau – Charity No 514686

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

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

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

**Independent Examiner's Statement** In connection with my examination, no matter has come to my attention

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

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

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

Signed:

 \_\_\_\_\_

Date

26 May 2023

Name

Bri Kerley FCCA

Address

Sutherland Beck, Didcot, Oxon

## Administrative Information

Elected Trustees: Christine Williams, Michaela Davies

Chair: Tom Forbes

Vice-Chair: Ieuan Williams

Treasurer: Cerian Martin

Secretary: Hannah Poulson

Richard Wootten resigned as a Trustee on 26<sup>th</sup> October 2022

## Accounts Approved by Board on 15<sup>th</sup> June 2022

### Financial Accounts for the year 2022-2023 – Brecon Volunteer Bureau

The statement of Financial Activities is shown on the following pages for the year ended 31<sup>st</sup> March 2023. The overall position is a surplus of £432. The reporting to the Board through the year has been to monitor spend against grant funds and provide periodic reports to the funding bodies. The Balance Sheet is a consolidated account.


### Core Business

The Core Business of Brecon Volunteer Bureau is the running of the office, which includes rent and associated office overheads, as well as costs for one office manager. During the year, an additional person was employed for six months. During 2022/23 BVB was primarily funded by PAVO and Powys County Council. In 2021/22, funding was received from Powys Local Health Board and the Moondance Foundation but these sources of funding were not recurring in 2022/23.

Signed:

  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Name

Bri Kerley

**BRECON VOLUNTEER BUREAU, INCLUDING COMMUNITY KITCHEN****INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2023**

<b>2021-22</b>	<b>2022-23</b>
<b>£ INCOME</b>	<b>£</b>
<u>Grants</u>	
2,720 Powys County Council	8,420
1,381 Powys Local Health Board	0
6,977 Other via PAVO	7,983
2,880 Moondance Foundation	0
450 Rotary Club	0
0 Accommodation Sharing	1,830
<u>14,408</u>	<u>18,233</u>
<u>Other</u>	
586 Other - vault hire	0
90 Fundraising	0
697 Repair Café	304
3,059 Community Kitchen	6,670
23 Bank Interest	52
83 Petty Cash	80
920 Donations	296
<u>5,458</u>	<u>7,403</u>
<b>19,866 TOTAL INCOME</b>	<b>25,635</b>

<b>EXPENDITURE</b>	
<u>Salary and Associated</u>	
11,996 Salaries	15,623
<u>11,996</u>	<u>15,623</u>
<u>Running Costs</u>	
2,667 Electricity, Heat & Light	2,308
3,200 Rent	3,238
335 Insurance	398
20 Photocopy & Stationery	12
426 Telephone	466
55 Equipment & Software	0
0 Advertising & Promotion	187
225 Other	388
212 Training	140
246 Professional Fees	0
1,137 Fixtures & Fittings	562
74 Repair café	222
1,106 Community Kitchen Food Purchases	1,663
0 Refreshments	0
<u>9,703</u>	<u>9,581</u>
<b>21,699 TOTAL EXPENDITURE</b>	<b>25,204</b>

**(1,833) NET SURPLUS/(DEFICIT)** **432**

## BRECON VOLUNTEER BUREAU, INCLUDING COMMUNITY KITCHEN

### Balance Sheet as at 31 March 2023

2021-22	2022-23
<b>£ Current Assets</b>	<b>£</b>
9,502 Lloyds Current Account	9,919
5,128 Investment - Monmouthshire	5,180
0 Debtors	0
123 Repair Café Petty Cash	206
237 CORE Petty Cash	116
<hr/> 14,990	<hr/> 15,422
 <b><u>Current Liabilities</u></b>	
<hr/> 0 Accruals/Creditors	<hr/> 0
0	0
14,990 CURRENT ASSETS LESS CURRENT LIABILITIES	15,422
 <b><u>Capital and Reserves</u></b>	
16,823 Balance brought forward	14,990
 Net Surplus/(Loss) for the Year	
-1,833 Core Business	432
 <b>14,990 FUNDS CARRIED FORWARD</b>	 <b>15,422</b>



**BRECON VOLUNTEER BUREAU**

**(CHARITY No 514686)**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023**

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Signed:  \_\_\_\_\_

Date 26 May 2023

Name Bri Kerley FCCA

Address Sutherland Beck, Didcot, Oxon

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Treasurer: Cerian Martin

Secretary: Hannah Poulson

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Signed:

  
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Date

  
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Name

Bri Kerley

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**BRECON VOLUNTEER BUREAU**

England & Wales - Charity number 514686

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# Accounts

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# **Brecon Volunteer Bureau Annual Report**

**1<sup>st</sup> April 2020- 31<sup>st</sup> March 2021**



**Brecon Volunteer Bureau /Swyddfa Gwirfoddoli  
Aberhonddu**

**(Charity No./Rhif elusen 514686)**

**Queenshead (Market) Vaults/ Fowtiau Queenshead (Y  
Farchnad),**

**Market St/ Stryd y Farchnad, Brecon /Aberhonddu. LD3  
9AH**

**Tel/ Ffon: 01874 623136**

**Email/ e-bost: : [vbxbrecon@gmail.com](mailto:vbxbrecon@gmail.com)**  

Trustees

Cllr Ann Mathias (Chair)

Cllr Ieuan Williams (Vice Chair)

Cerian Martin (Treasurer)

Maria Whittaker

Richard Wootten

Christine Williams

Jane Eason

The position of Secretary is currently vacant

**Staff**

Francesca Bell (Job-share Manager until December 2020)

Marie Matthews (Manager)

### **Board of Trustees**

The Trustees manage as a whole or divide into sub-committees as required. New Trustees can be co-opted by the Board until their official appointment at the next AGM. Trustees are appointed at the AGM by the members to serve until the conclusion of the AGM next after their appointment.

The members may appoint from within the Board the Chairperson, the Treasurer and the Secretary and any additional officers the members deem necessary to carry out any required activity. All officers of the charity shall retire annually and be eligible to stand for re-election so long as he/she has not served for longer than 5 years continuously. Any vacancy amongst the Officers may be filled by another Trustee and that person may hold office until the conclusion of the next AGM and shall be eligible for election.

### **Funding**

Brecon Volunteer Bureau is supported by annual funding from: Powys Association of Voluntary Organisations (PAVO), Powys County Council, Powys Local Teaching Health Board and Brecon Town Council.

### **Statement of Public Benefit**

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity. The Mission Statement below sets out the activities undertaken by the charity.

### **Brecon Volunteer Bureau's Mission Statement**

- Recruiting, training, placing, and supporting volunteers and increasing the awareness of volunteering and its benefits in the communities of Powys
- Promoting and supporting the development of local sector initiatives and services to respond to local needs

- Providing an information service to local communities about community activities, opportunities, and services
- The network aims to operate within the framework of good practice provided by the Wales Council for Voluntary Action (WCVA) providing flexible yet consistent reliable services

## **Chair's Report**

I would like to take this opportunity to thank my fellow Trustees for their time, continued commitment and support to Brecon Volunteer Bureau throughout this difficult year. We have met every two months either via zoom or socially distanced following government guidelines.

Following last year's AGM our priority was to review and update our policies, to ensure that they were fit for purpose. Cllr Ieuan Williams took on the role of Health and Safety Officer, Richard Wootten as Safeguarding Officer and Christine Williams as Supervision Officer. Cerian Martin became Treasurer and has done a sterling job. The role of Secretary remained vacant, and the Office Managers agreed to take the minutes of our meetings. I am grateful to Francesca Bell and Marie Matthews for doing so over and above their normal duties.

In December 2020 I reluctantly accepted the resignation of Francesca Bell as Office Manager. Fran has served BVB for several years in the roles of Trustee and Office Manager. She very kindly agreed to stay on until the end of January to help Marie Matthews settle into the role as Office Manager. I am grateful to Fran for all her hard work and dedication to BVB and her support and advice to me as the new Chair.

Since Fran's departure, Marie has settled into her role as Office Manager and is continually looking to develop the role of BVB. The Friday morning tea and chat session is well attended, and it became clear that the demand was sufficient for another session to be introduced for Tuesday mornings.

I regularly attend these sessions as a volunteer and have undertaken a Food Hygiene Level 2 Certificate to help Marie.

The Friday tea and chat session has developed into a tea and chat with lunch included as participants were eager to develop their cooking skills under Marie's supervision.

Marie has an excellent rapport with our regulars at these sessions. They thrive in the safe and friendly environment with plenty of laughs. We have received comments such as: "This is the highlight of my week, it's so nice to meet up with my friends and make new ones," "We are always having fun and I love the bingo sessions" and "It's helped my confidence and I want to learn how to cook better."

Marie has continued to fill the role of Secretary at our Trustee meetings by taking the minutes and I thank her for doing so.

I am proud of the work undertaken by BVB during this pandemic. The Repair Café is back in action. A new addition is the setting up of the Men's Shed led by Francesca and Marie. The Chair is Cllr John Powell, who is presently Mayor of Brecon. We are grateful to him for naming BVB as one of his four Mayoral Charities during his year in office.

Congratulations to Clare and David Whittle on receiving the Volunteer of the Year Award at the inaugural Best of Brecon Awards. Both are very loyal members of our tea and chat sessions, and they dedicate to a lot of their time to help others to improve our town.

Due to personal reasons, I am standing down as the Chair and member of the Board of Trustees at this AGM. I do however want to continue to support BVB and will carry on as a volunteer.

Diolch i bawb am bob cefnogaeth i Swyddfa Gwirfoddoli Aberhonddu a phob dymuniad da ar gyfer y dyfodol.

Cynghorydd/Councillor Ann Mathias

## Manager's report

<b>Monitoring Statistics: April 20-March 21</b>	
Numbers of volunteers placed (all ages)	50
Numbers of young volunteers placed (aged 14 - 25 yrs)	12
Number of new opportunities created for 14 - 25 year olds	53
Total number of new opportunities created on the Volunteering Website	53
Number of volunteers supported to enter into a volunteering opportunity (in addition to those placed)	35

April 2020 - March 2021 proved to be a busy year with more than the usual changes, positives, and challenges...

Much of the allocated work time, 2.5 days split between Marie Matthews (3 mornings a week Wed-Fri) and Francesca Bell (Tuesdays) was spent on the day-to-day administration. This included volunteer recruitment and placement, receipt and promotion of volunteer opportunities (both also achieved through the Volunteering Wales website), managing our volunteers, dealing with individual requests for help, and community information enquiries amongst other requests.

It also included general office administration, social media, regular publicity e.g. posters and articles plus minutes of the Trustee meetings in the absence of a secretary and regular funders applications and information, especially the quarterly returns required by PAVO (Powys Association of Voluntary Organisations). Reviews and improvements to the internal procedures and systems has been ongoing but there is still a

long way to go. With the Coronavirus pandemic and lockdown at the end of March, it was a very busy time setting everything up for remote working and liaising with volunteers, organisations and individuals-nationally, within Powys through PAVO and the Community Connectors, and the local response-what is now One Brecon, set up by Brecon's Powys councillors, Accessibility Powys and the Oti Kalo restaurant. In this we played an integral part. Volunteers from our database were placed with local organisations including Age Cymru and Home Start. We were involved in placing volunteers for the mass vaccination programme.

**Training and networking:** This period was mostly spent working remotely from home, which has necessitated a shift in working practices and a greater reliance on online computer systems and communications. There was a big increase in the number of volunteers due to a tremendous response to the Covid crisis from the local community and a desire to help where possible. The volunteers were referred to PAVO's COVID opportunities or to One Brecon. Requests for help went to One Brecon. Community information was regularly posted on our Facebook pages and via our regular BVB flyers. Lots of research, networking, funding searches and applications have been undertaken by the managers to achieve this. It will take time but with everyone's help and support there is great potential.

**Premises:** Due to lockdown all plans for improvements were put on hold, although quotes were obtained for draught proofing and insulation measures, Gareth Ellis of the Green Valleys completed an energy efficient audit and made some useful recommendations. The BBNPA planners were consulted, and the Conservation Officer visited and gave her opinion on which changes would and would not need listed building consent and some helpful suggestions. A Powys Environmental Health officer also came and has drawn up a list of improvements needed to the kitchen area to comply with hygiene regulations of a community café.

During July 2020, preparations were made for making the Vaults as safe as possible against Covid infection and putting

risk assessments, Government guidelines and social distancing measures into place. The Vaults opened again when community centres were allowed to open in July. The Market Hall complex has been sold and we await the new owner's plans and hope that he will help with essential repairs.

**Fundraising from events:** minimal due to the pandemic so we could not hold our regular events such as the monthly quiz.

**Additional Funding:** An additional £20,344 was obtained in about a month through the following funding applications - a much needed financial boost. A successful application was made to the Lottery 'Awards for All' Fund which has enabled BVB to double staff time to 1 one full time equivalent post until December to support the COVID response through recruiting volunteers. It also provided funding to open the Vaults more often as a venue for organisations to use for socially distanced face to face meetings and activities. Thanks are due to Clare Parsons for her help in securing this funding.

Another successful application was made to the Coronavirus Resilience Fund which enabled us to fund 10 people to gain Food Hygiene Level 2 certificates which will hopefully help them to obtain employment or volunteer in catering to gain skills. It also provided funds for PPE, an extra office laptop and another laptop for volunteers to use.

BVB was also successful in obtaining a grant from Powys to help charities which lost income during lockdown as fundraising was not possible.

**Events/Activities.** Volunteers' week in June was online and we posted videos of volunteers' stories on Facebook. Thanks to leuan Whittaker for making a professional Volunteers' week video and to Jackie Thomas for taking part.

The Friday Tea Club restarted and up to six people each week have benefitted from tea and a socially distanced chat. We also started a Tuesday coffee morning as well as there appeared to be a need and other organisations had not yet started up similar events. As we no longer run a monthly market café, we have plans to make a Vaults community café a reality with hopefully, associated training opportunities.

In between lockdowns, there has been interest in using the Vaults and so far, we have had meetings with Brecon MIND to discuss BVB starting a Men's Shed, Rhiannon Davies from Social Prescribing, One Brecon concerning a food distribution centre and are due to meet with Pobl/Gwalia housing support also. We were able to start the Repair Café again on 25th September 2020 and hold a second one in November 2020 before the next lockdown came into force in December.

**A huge thank you to everyone who has volunteered and given their time, expertise, support, and money over the last 12 months and helped Brecon Volunteer Bureau go from strength to strength.**



**BRECON VOLUNTEER BUREAU**

**(CHARITY No 514686)**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021**

## Independent Examiner's Report on the Accounts for the Year Ended 31 March 2021

Report to the Trustees of Brecon Volunteer Bureau – Charity No 514686

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Signed:



Date

25 July 2021

Name

Bri Kerley FCCA

Address

Sutherland Beck, Didcot, Oxon

## **Administrative Information**

Elected Trustees: Jane Eason, Maria Whittaker, Christine Williams, Richard Wootten  
Chair: Cllr. Ann Mathias  
Vice-Chair: Ieuan Williams  
Treasurer: Cerian Martin  
Secretary: Vacant

## **Accounts Approved by Board on 2<sup>nd</sup> September 2020**

### **Financial Accounts for the year 2020-2021 – Brecon Volunteer Bureau**

The statement of Financial Activities is shown on the following pages for the year ended 31<sup>st</sup> March 2021. The overall position is a surplus of £8,011. The reporting to the Board through the year has been to monitor spend against grant funds and provide periodic reports to the funding bodies. The Balance Sheet is a consolidated account.

### Core Business

The Core Business of Brecon Volunteer Bureau is the running of the office, which includes rent and associated office overheads as well as one office manager. It is mainly funded by PAVO, Powys County Council, and Brecon Town Council. In 2020 additional funding was received from the National Lottery. The office was closed for much of last year due to the pandemic and the only fundraising events have been Tea/Lunch clubs when they were able to be run between lockdowns.

Signed: Bri Kerley

Date: 25 July 2021

Name: Bri Kerley

## BRECON VOLUNTEER BUREAU

### INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2021

2019-20	2020-21
<b>£ INCOME</b>	<b>£</b>
<u>Grants</u>	
2,720 Powys County Council	13,720
1,334 Powys Local Health Board	0
0 National Lottery	8,900
0 Community Fund Wales	1,444
0 Monmouth BS	277
7,257 Other via PAVO	7,657
1,200 Brecon Town Council	1,500
<hr/> 12,511	<hr/> 33,498
<u>Other</u>	
90 Accommodation Sharing	0
1,811 Fundraising	0
140 Repair Café	0
163 Cafeteria	142
33 Bank Interest	23
75 Donations	140
<hr/> 2,222	<hr/> 304
<hr/> <b>14,733 TOTAL INCOME</b>	<hr/> <b>33,802</b>

<b>EXPENDITURE</b>	
<u>Salary and Associated</u>	
12,555 Salaries	17,625
<hr/> 12,555	<hr/> 17,625
<u>Running Costs</u>	
523 Heat and Light	894
154 Water	0
2,901 Rent	4,000
420 Insurance	317
105 Photocopy & Stationery	49
18 Postage	0
325 Telephone	405
153 Equipment & Software	84
123 Depreciation	0
13 Subscriptions	0
446 Advertising & Promotion	181
90 Other	118
58 Training	177
367 Professional Fees	40
0 Fixtures & Fittings	608
0 Office Equipment	1,104
0 Translation Costs	50
0 Cleaning Materials	60
21 Refreshments	81
<hr/> 5,717	<hr/> 8,167

<u>18,272</u> TOTAL EXPENDITURE	<u>25,792</u>
<b>(3,539)</b> NET SURPLUS/(DEFICIT)	<b>8,011</b>

## BRECON VOLUNTEER BUREAU

### Balance Sheet as at 31 March 2021

2019-20		2020-21
	<b>£ Current Assets</b>	<b>£</b>
2,042	Lloyds Current Account	11,644
5,082	Investment - Monmouthshire	5,105
1,814	Debtors	0
12	CORE Petty Cash	74
<u>8,950</u>		<u>16,823</u>
	<b><u>Current Liabilities</u></b>	
<u>-138</u>	Accruals/Creditors	<u>0</u>
-138		0
8,812	CURRENT ASSETS LESS CURRENT LIABILITIES	16,823
	<b><u>Capital and Reserves</u></b>	
12,351	Balance brought forward	8,812
	Net Surplus/(Loss) for the Year	
-3,539	Core Business	8,011
<b>8,812 FUNDS CARRIED FORWARD</b>		<b>16,823</b>



**BRECON VOLUNTEER BUREAU**

**(CHARITY No 514686)**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021**

## Independent Examiner's Report on the Accounts for the Year Ended 31 March 2021

Report to the Trustees of Brecon Volunteer Bureau – Charity No 514686

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

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

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

**Independent Examiner's Statement** In connection with my examination, no matter has come to my attention

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

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

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

Signed:

Bri Kerley

Date

25 July 2021

Name

Bri Kerley FCCA

Address

Sutherland Beck, Didcot, Oxon

## Administrative Information

Elected Trustees: Jane Eason, Maria Whittaker, Christine Williams, Richard Wootten  
Chair: Cllr. Ann Mathias  
Vice-Chair: Ieuan Williams  
Treasurer: Cerian Martin  
Secretary: Vacant

## Accounts Approved by Board on 2<sup>nd</sup> September 2020

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Date: 25 July 2021

Name: Bri Kerley

## BRECON VOLUNTEER BUREAU

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## BRECON VOLUNTEER BUREAU

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