

# **BARFORD YOUTH & COMMUNITY CENTRE**

**Charity Number: 1166022**  
*(a Charitable Incorporated Organisation)*

## **Trustees' Annual Report and Financial Statements for the Period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**

**1<sup>st</sup> September 2020**

## Reference & Administration Details

**Charity name: BARFORD YOUTH & COMMUNITY CENTRE**

Charity number: 1166022

Charity's operating address: The Scout Hut, Wasperton Lane, Barford, Warwick CV35 8DT

Charity's contact address: 37 Dugard Place, Barford, Warwick CV35 8DX

On 19<sup>th</sup> July 2019 the Trustees and other members held an Extraordinary General Meeting, at which the charity's name was changed from Barford Scouts & Guides Supporters Group; the charity Objectives were also slightly revised.

### Names of the Charity Trustees who manage the Charity

	<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed*</i>	<i>Retired</i>
1:	<b>Mr Rod Scott</b>	<b>Chairman</b>	<b>03.06.19</b>	
2:	<b>Mrs Alex Farr</b>	<b>Treasurer</b>	<b>16.04.18</b>	
3:	<b>Mr Ian Paterson</b>	<b>Secretary</b>	<b>26.04.17</b>	-
4	<b>Mr Ed Butlin</b>		<b>09.09.19</b>	
	<b>Mr Martin Russell</b>	<b>Group Scout Leader</b>	<b>Ex officio</b>	-
	<b>Mrs Hilary Burvill</b>	<b>Guide Unit Leader</b>	<b>Ex officio</b>	-
	<b>Mrs Jane Scott</b>	<b>Church Warden</b>	<b>Ex officio</b>	

\* Mr Russell, Mrs Burvill and Mrs Scott are *ex officio* Trustees as the representatives by their position in the Scout Group, the Guide Unit and the local Church, respectively.

\* According to the charity's constitution, one third of the elected Trustees is required to resign each year, but may be re-elected if eligible. At the AGM on 3rd June 2019 Mr Scott resigned, but was willing to be re-elected and, being eligible and there being no other candidates, he was re-elected unanimously by the members on a show of hands.

The Trustees of Barford Youth & Community Centre met 5 times during the year and in addition to the AGM on 3<sup>rd</sup> June 2019 an EGM was held on 19<sup>th</sup> July 2019.

## Structure, Governance & Management

### Description of the Charity's Trusts

**Type of Governing Document:** Constitution

**How the Charity is Constituted:** Charitable Incorporated Organisation

**Trustee Selection Methods:** The ex officio Trustees are the Group Scout Leader, Guide Unit Leader and a Church Warden. The elected Trustees are selected from the members of the Barford Youth & Community Centre and are typically the Chairman, Treasurer and Secretary of the Group, as elected by its members.

**How New Trustees are Inducted and Trained:** New Trustees are inducted through explanation of their roles, responsibilities and accountabilities according to the charity's Constitution. They are guided to the information available for Trustees on the Charities Commission website.

## Objectives & Activities

### Summary of the Objects of the Charity as set out in its Governing Document

The objects of the CIO are, without distinction of political, religious or other opinions,

- 1) To promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities by providing a building and related facilities (the "Barford Youth & Community Centre") for meetings and activities of the local Scouting and Guiding groups and providing other support to those Groups; and
- 2) To provide a building and related facilities in the interests of social welfare for educational, recreational and other leisure time activities by the residents of Barford and neighbouring communities in the south of Warwickshire with the object of improving their conditions of life, and providing other support for such activities.

If necessary to resolve any conflict or overlap in use of resources or finances, including requests for use of the building and facilities, Objective 1) shall have priority over Objective 2)

### Summary of the Main Activities Undertaken for the Public Benefit in Relation to the Charity's Objects

Barford Youth & Community Centre (BYCC) provides and manages a venue for activities vital to the local community. This includes several, regular groups providing meetings and activities for various sections of the local population. The venue and facilities are also in regular, frequent use for meetings of the Barford Scout Group and Guide Unit. BYCC pays for the running (utilities, insurance, etc.) and maintenance of the building and facilities used for these various meetings and activities. BYCC also provides some limited financial support in paying for Scout Group and Guide Unit leaders' uniforms, training and annual membership fees to the Scout and Guide Associations.

Use of the site of the building is by Lease from the Diocesan Trustees for the Diocese of Coventry and the Rector and Church Wardens of St. Peters' Church Barford.

The venue and facilities are also used for several other, local community activities on a regular and occasional basis.

The present building is well over 25 years old and in great need of replacement. BYCC has embarked on a major project to replace the existing hut with a new, larger, energy efficient and cost effective building with disabled access that meets current building and environmental standards.

The management of this project is via a Building Committee which has met as required to monitor the progress. A Project Manager (appointed by the Trustees at the start of 2019/20) reports regularly to this Committee and attends its meetings; the Committee then reports to the Trustees.

### **Additional Details of Objectives & Activities:**

Barford is a small, rural village in south Warwickshire, which has expanded significantly in recent years through new housing developments. It is some 5 miles from the nearest towns and has very few social or recreational facilities for the local people. With limited public transport links to the urban centres, it is recognised by Warwick District Council as suffering a degree of 'rural isolation and deprivation'.

By providing and managing the venue and facilities for meetings of the Barford Scout and Guide units, BYCC supports the educational, physical, emotional and ethical development of young people from the village and surrounding local area.

The venue and facilities are also used for other, local community activities. For example, a weekly "Hut Café", the local Art Group and Sewing Group. The venue is also frequently used for small local private functions such as birthday parties and christening parties.

Without the venue and facilities provided by BYCC, none of these highly beneficial activities for the local community would be able to continue.

The project to manage and fund a new building will increase the benefit provided and be suitable for increased use for a wider range of local community activities.

The weekly Hut Café is attended by 30 to 40 local people, many of whom are elderly. It enables them to meet and socialise (thus enhancing their quality of life) and at the local Art Group around a dozen people meet each week to pursue a stimulating hobby and develop their artistic skills.

The building is also used around four or five times each year for Bingo Evenings, which are enjoyed by 30 or more local people of all ages, and on an occasional but frequent basis as the venue for village people to hold events such as birthday parties and other celebrations, jumble sales and amateur drama rehearsals.

BYCC hence serves the needs of local young and old people and provides great benefit to the local community as a whole.

## **Achievements & Performance**

### **Statutory Declaration**

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

### **Summary of the Main Achievements of the Charity for the Year**

During the period covered by this Annual Return, the existing Scout Hut has continued to be used for weekly meetings of Scouts, Cubs and Beavers, with around 80 members of the Scout Group involved.

The Brownie Pack has ceased operating during the year as no new Leaders were forthcoming [The out-going Guide Unit Leader continues to hold that role with the Guide Association, to facilitate the hoped for recommencement of the Brownie Pack, and in that role is an *ex officio* Trustee]

There has also been an increase in the number of local community groups using the Scout Hut on a regular basis, with the Hut Café, Art Group, and Sewing Group all using the Hut on a regular basis. A new Mother and Toddler group has begun to meet during the year.

The local Ballet Group uses the Hut when other venues are not available and several family parties (birthday, baptism etc) have also been held.

The Church uses the Hut every month for a communion service and weekly during Lent for a Lent Course.

These have all demonstrated the function of the facilities provided by BYCC in supporting primarily the local Scout and Guide units but also many other groups and individual events for the benefit of the local community.

Given the clear need for the existing hut to be replaced with a new building that is properly designed and suitable for the increased needs of the local community and the requirement to seek funding for this from major grant sources (as well as the continuing and successful campaign to raise funds through group and individual efforts locally), the Trustees decided it would be beneficial to re-name the charity. This was approved at an Extraordinary General Meeting on 19<sup>th</sup> July 2019, when the name was changed from Barford Scouts & Guides Supporters Group to Barford Youth & Community Centre and the charity's Objectives were slightly revised. These changes are better to reflect the wide range of community activities which already use the existing hut and will use the new Youth & Community Centre when it is constructed.

The change of name and revised Objectives were notified to the Charities Commission and registered in late July 2019.

At the start of the 2019/20 year, the Trustees engaged the services of an experienced individual with relevant professional expertise and local connections as Project Manager to lead the project for the new Youth & Community Centre.

## Financial Review

### Brief Statement of the Charity's Policy on Reserves

The Charity operates two current bank accounts and one savings account.

One current account is used for the expenses of operating the existing Scout Hut (utilities, cleaning, insurance, etc.) and the other is used to hold the funds for the new Youth & Community Centre project and make payments in relation to that project. The savings account holds a residual amount from the establishment of the current Scout Hut; its funds will also be used towards final completion of the new Youth & Community Centre.

### Details of Any Funds Materially in Deficit

None

## Statutory Notes to the Accounts

### Particulars of Any Outstanding Guarantee Given by the CIO

The Lease on the building is for 30 years from 2<sup>nd</sup> October 2017, at an initial cost of £100 per annum (with five-yearly increase in line with RPI inflation)

## Particulars of Any Outstanding Debt


None.

## Declaration

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees

Signature(s):



Full Name(s): Roderick Andrew Scott

Ian Stuart Cunningham Paterson

Position(s): Chairman and Trustee

Secretary and Trustee

Date: 27<sup>th</sup> August 2020

27<sup>th</sup> August 2020

## Independent Examiner's Report on the Accounts

Not Required



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**BARFORD YOUTH & COMMUNITY CENTRE**

No (if any)  
**1166022**

**CC16a**

## Receipts and payments accounts

For the period from	Period start date 01/04/2019	To	Period end date 31/03/2020
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations Grants and Receipts	3,573	12,837	-	16,410	20,161
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>3,573</b>	<b>12,837</b>	<b>-</b>	<b>16,410</b>	<b>20,161</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>3,573</b>	<b>12,837</b>	<b>-</b>	<b>16,410</b>	<b>20,161</b>
<b>A3 Payments</b>					
	3,862	12,807	-	16,669	6,859
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>3,862</b>	<b>12,807</b>	<b>-</b>	<b>16,669</b>	<b>6,859</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>3,862</b>	<b>12,807</b>	<b>-</b>	<b>16,669</b>	<b>6,859</b>
<b>Net of receipts/(payments)</b>	<b>- 289</b>	<b>30</b>	<b>-</b>	<b>- 259</b>	<b>13,302</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>7,135</b>	<b>45,512</b>	<b>-</b>	<b>52,647</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>6,846</b>	<b>45,542</b>	<b>-</b>	<b>52,388</b>	<b>13,302</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account	6,846	37,638	-
	Deposit Account	-	7,904	-
		-	-	-
	<b>Total cash funds</b>	<b>6,846</b>	<b>45,542</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		R. A. Scott	R.A Scott	27/08/2020
		Ian Paterson	Ian Paterson	27/08/2020



## End of year accounts 31<sup>st</sup> March 2020

	Year ending 31 <sup>st</sup> March 2020			Year ending 31 <sup>st</sup> March 2019		
	Unrestricted <i>General fund</i> £	Restricted <i>Y&amp;CC fund</i> £	Year end 2020 £	Unrestricted <i>General fund</i> £	Restricted <i>Y&amp;CC fund</i> £	Year end 2019 £
<b>Donations &amp; Grants:</b>						
Grants <sup>a</sup>	0	0	0	625.00	0	625.00
Donations (Gift Aided)	0	3,812.80	3,812.80	0	2,675.00	2,675.00
Donations (non Gift Aided)	0	4,914.41	4,914.41	0	6,458.76	6,458.76
Claimed Gift Aid	0	1,042.28	1,042.28	0	140.00	140.00
"Stripe" donations <sup>b</sup>	0	39.32	39.32	0	571.64	571.64
<b>Receipts:</b>	0	0	0	0	0	0
Rental <sup>c</sup>	2,369.00	0	2,369.00	1,709.00	0	1,709.00
Events ( <i>net of costs</i> )	0	2,980.37	2,980.37	55.00	6,147.80	6,202.80
200 Club ( <i>net of costs</i> )	727.00	0	727.00	867.04	0	867.04
Water supplied	476.79	0	476.79	849.80	0	849.80
Interest <sup>d</sup>	0	47.38	47.38	0	42.99	42.99
Other <sup>e</sup>	0	0	0	18.78	0	18.78
<b>Total Income:</b>	<b>£3,572.79</b>	<b>£12,836.56</b>	<b>£16,409.35</b>	<b>£4,124.62</b>	<b>£16,036.19</b>	<b>£20,160.81</b>

a) The JPC grant for calendar year 2020 was paid in April, after the end of the financial year covered in these accounts

b) Donations made through the BYCC website

c) Regular groups: 2020: £1,978, 2019: £1,400; incidental hirers: 2020: £391, 2019: £309

d) Santander deposit account

e) E.ON Electricity bill refund

	Year ending 31 <sup>st</sup> March 2020			Year ending 31 <sup>st</sup> March 2019		
	Unrestricted <i>General fund</i> £	Restricted <i>Y&amp;CC fund</i> £	Year end 2020 £	Unrestricted <i>General fund</i> £	Restricted <i>Y&amp;CC fund</i> £	Year end 2019 £
<b>Expenditure:</b>						
Utilities - water	536.40	0	536.40	740.92	0	740.92
Utilities - electricity	288.24	0	288.24	597.09	0	597.09
Rates	85.68	0	85.68	83.81	0	83.81
Insurance	1,112.02	0	1,112.02	1,066.13	0	1,066.13
Lease of allotments land <sup>f</sup>	300.00	0	300.00	100.00	0	100.00
Maintenance <sup>g</sup>	1,429.09	0	1,429.09	107.99	0	107.99
Subsidies to Scouts and Brownies	110.20	0	110.20	79.60	0	79.60
Professional Project Manager & Fundraiser	0	9,779.94	9,779.94	0	1,000.00	1,000.00
Architect	0	2,106.00	2,106.00	0	816.00	816.00
Building work	0	0	0	0	2,267.45	2,267.45
Other <sup>h</sup>	0	921.00	921.00	0	0	0
<b>Total expenditure:</b>	<b>£3,861.63</b>	<b>£12,806.94</b>	<b>£16,668.57</b>	<b>£2,775.54</b>	<b>£4,083.45</b>	<b>£6,858.99</b>

f) The 1<sup>st</sup> payment of the annual lease should have happened in October 2017, but didn't happen until May 2018. The 2<sup>nd</sup> payment should have happened in October 2018, but didn't happen until April 2019. The third payment should have happened in October 2019, but happened in January 2020, plus – in advance – the 4<sup>th</sup> payment covering the year starting October 2020. A Standing Order will be set up in September 2021 for annual payments after that

g) The figure for 2020 includes garage painting (£167.79); a one-off hedge reducing (£600.00); and (temporary) landscaping of extra allotment to enable people to use the extra space (£460.80)

h) Utilities search and a measured survey

BARFORD YOUTH & COMMUNITY CENTRE  
End of year accounts 31<sup>st</sup> March 2020  
*continued ...*

	Unrestricted <i>General fund</i> £	Restricted <i>Y&amp;CC fund</i> £	Year ending 31 <sup>st</sup> March 2020 £
Total income	3,572.79	12,836.56	
Total expenditure	(3,861.63)	(12,806.94)	
<b>Balance for year:</b>	<b>(£ 288.84)</b>	<b>£ 29.62</b>	<b>(£ 259.22)</b>
<b>Balance brought forward from previous year:</b>			
Current account	7,135.39	37,655.23	44,790.62
Deposit account	0	7,856.47	7,856.47
<b>Balance carried forward to next year:</b>	<b>£ 6,846.55</b>	<b>£ 45,541.32</b>	<b>£ 52,387.87</b>

<b>Bank Reconciliation Mar 31 2020 Unrestricted Funds</b>	£
Current account (NatWest 66530709) (per statement)	6,091.55
200 Club net income still in dedicated 200 Club account	727.00
Cheque written (and accounted for) in previous year but not cashed until this year	28.00
<b>Unrestricted balance:</b>	<b>£ 6,846.55</b>

<b>Bank Reconciliation Mar 31 2020 Restricted Funds</b>	£
Restricted balance in Santander deposit account (per statement)	7,903.85
Project account (NatWest 38510847) (per statement)	37,637.47
<b>Restricted balance:</b>	<b>£ 45,541.32</b>

<b>Accounts held by BYCC:</b>		
<i>Unrestricted Fund:</i>	NatWest "Community Current Account" ("Business Current Account" for non-profit organisations)	BYCC General GB21 NWBK 60 12 35 66530709
	NatWest "Community Current Account" ("Business Current Account" for non-profit organisations) BYCC 200 Club	BYCC 200 Club GB56 NWBK 60 12 35 41544722
<i>Restricted Fund:</i>	NatWest "Community Current Account" ("Business Current Account" for non-profit organisations) BYCC Project	BYCC General GB24 NWBK 60 12 35 38510847
	Santander "Treasurer's Saving Account"	GB95ABBY09015005007003

Prepared by: Mrs. Alex Farr, treasurer BYCC Date: 1<sup>st</sup> May 2020

Signature:



Independently examined by: Mr. Doug Warne Date: #