

Company registration number: 06382514

Charity registration number: 1122877

# Bridge Chapel Centre

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2020

Corbett & Co Accountants Ltd  
555 Smithdown Road  
Liverpool  
Merseyside  
L15 5AF

# **Bridge Chapel Centre**

## **Contents**

Reference and Administrative Details	1
Strategic Report	2
Trustees' Report	3 to 14
Statement of Trustees' Responsibilities	15
Independent Examiner's Report	16
Statement of Financial Activities	17
Balance Sheet	18
Notes to the Financial Statements	19 to 26

## **Bridge Chapel Centre**

### **Reference and Administrative Details**


<b>Trustees</b>	Diana Niccol Stephen Waring Mr Paul Cliff Mr Richard Mack Joseph Quantick Anne Sweeney Brian Sweeney
<b>Principal Office</b>	Bridge Chapel Centre Heath Road Liverpool L19 4XR
<b>Company Registration Number</b>	06382514
<b>Charity Registration Number</b>	1122877
<b>Bankers</b>	CAF Bank Ltd
<b>Independent Examiner</b>	Corbett & Co Accountants Ltd 555 Smithdown Road Liverpool Merseyside L15 5AF

## **Bridge Chapel Centre**

### **Strategic Report for the Year Ended 31 March 2020**

The trustees, who are directors for the purposes of company law, present their strategic report for the year ended 31 March 2020, in compliance with s414C of the Companies Act 2006.

The strategic report was approved by the trustees of the charity on 14 September 2020 and signed on its behalf by:

.....  
Diana Niccol  
Trustee

# **Bridge Chapel Centre**

## **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2020.

Our staff group has remained stable and on behalf of all the Trustees and the many users of the centre we say a huge thank you to the hard work of our staff team

Diane Connelly and David Gregory opening up at 7am and cleaning ready for the day. David as centre support worker helps John with regular maintenance and various monitoring that must go on in a busy work environment.

We continued in maintaining and improving the building some examples are air con in the Bistro, sanding the Booth hall floor, redoing the alarm systems and paying attention to improving health and safety for example by fitting door guards and in producing a user friendly health and safety leaflet to remind users of the building what their responsibilities are.

Our second support worker Mark Leslie joins him and among other things they clean the toilets. Mark also has responsibility for some filing activities and keeping the main office tidy. David Kidd is responsible for taking all the bookings and liaising with those hiring the various rooms and sending out the invoices. He also organises the team of reception volunteers

And all the coordination and management is done by John who knows how the pieces of the jigsaw all fit together.

The staff are received training on various aspects of work in January including health and safety food hygiene and first aid. Dave Kidd went on a course provided by LCVS about supporting volunteers and I went on a course about recruiting and supporting Trustees

The Centre also needs many volunteers welcoming people on reception, tidying cleaning and gardening behind the scenes. Sometimes church members give of their time to support practical work –Richard Mack helped with installation of the Air conditioning unit in the Bistro and Nick new offers health and safety or advice. Volunteers are offered gifts of thanks and usually 2 social occasions during year. Finally a special thank you to one great volunteer who even at this moment will be working so thank you to Irene Summers our faithful secretary always with immaculate minutes and agendas. Her skills are much appreciated. She has been doing this job faithfully for 6 years. So this is a big thank you to all

In a minute John will run through our activities for last year I realise some of that will now feel like a bygone age . And you will see that it was a very productive year, lots of activities, lots of visitors and a healthy income as a result.

This year we have had a stable and committed group of trustees and my thanks go to them too.

On Monday March 23rd the Prime Minister announced what we all call the country lockdown.

We therefore formally closed the centre, but certain exemptions applied. As we are a major hub for foodbank we were allowed to stay partially open and as the building was not in use. Foodbank work moved to the Morris hall where they could work in a socially distanced way. In addition the offices of South Liverpool Domestic abuse service stayed open for office staff only. All other hires and office rentals were cancelled.

We retained 2 staff John Sumner and Chris Smith and they used their time very productively in maintenance repairs and decorating.

The other 4 staff were placed on the government furlough scheme and combined with a reduction in ongoing expenses eg the boiler off and some income from the offices the impact on our financial situation initially was manageable.

At the end of a very productive year we were all very sad to see the centre close and to know that for many this would have a major impact on their sense of social isolation and their mental well being. There has been opportunity to maintain the building over the past few months and we hope that by next AGM we will have returned to our normal activities.

# Bridge Chapel Centre

## Trustees' Report

### Accommodation and Personnel

There are two large halls, one accommodating 200 people and the other 400 people and also many smaller rooms which are used for smaller meetings, seminars etc. A full catering service is available.

There are two large halls, one accommodating 200 people and the other 400 people and also many smaller rooms which are used for smaller meetings, seminars etc. A full catering service is available.

A separate building containing two classrooms with supporting facilities was remodelled and refurbished coming into use in September 2008 and in 2015 it became the premises of the Little Miracles Pre-School Day Nursery.

Paid employees with additional support from a team of volunteers cover: reception, catering, finance, maintenance, administration and bookings all working under the oversight of John Sumner the full time Premises Manager. John took up this position in January 2003 and remains in office with the approbation of the Centre Trustees. John is supported in his role by David Kidd who was appointed as full time Reception Manager in August 2013, Chris Smith who was appointed as full time evening caretaker in March 2017, and Centre Support Workers David Gregory, who has been a Centre Support Worker since 2008 and Mark Leslie who was appointed to the post in June 2018. There is an early morning daily part time cleaner Diane Connelly.

The finance role is now undertaken by a firm of accountants who undertake liaison with the payroll company, a book keeping service, preparing bimonthly and annual accounts, assist in preparing the annual reports and offer support and assistance in many other ways. Accounts are inspected annually

### Activities

These fall into several categories: resident community partners, regular hire and lettings of accommodation, one-off bookings of accommodation, customer services provided by the Centre and Church initiated works.

These fall into several categories: resident community partners, regular hire and lettings of accommodation, one-off bookings of accommodation, customer services provided by the Centre and Church initiated works.

As at the current financial year end the following community partner organisations have Agreements for accommodation:

South Liverpool Domestic Abuse Service (Women's Advice Centre), Making Days South (PSS Liverpool), Architeh, Little Miracles (pre-school day nursery), Haven Project Liverpool, Regional Foster Families.

Regular use of the buildings for Church and Centre activities include: Lunch Club for older people especially those who are socially isolated, Craft sessions, Parents and Toddlers groups, fitness classes-including a cycle club, social activities for older people and those living with dementia. Services provided by the Centre include Hear to Listen (a confidential listening service, of great benefit to those facing difficult times in their lives), Help Information and Support service (assistance to access the right help, correct information and necessary support needed by any individual).

There were 144 different organisations that used the centre at different times over the year

Number of Groups	144
Church	35
Centre	17
Business	22
Public sector	28
community	24
Charity	18
Other Christian meetings	14

# Bridge Chapel Centre

## Trustees' Report

Daily bookings include

- public sector, eg. NHS, Local Council, Police, educational courses and employment services,
- business use includes some private professional services such as counselling and health services such as weight watchers
- church seminars and conferences, organized locally or nationally
- handy-craft classes, music and drama for those with additional needs,
- weddings, funerals etc.

Charges for the use of the Centre are based on business tariffs or if the service is run by a small community group a percentage of their fees is accepted as rental payment.

The Charity has also been able to support Facing Life In Pain (FLIP) a local support group for people living with chronic pain, Breathe Easy, a drop in service supported by the British Lung Foundation, the local Parkinsons Disease Society and South Liverpool Foodbank (where people who are in financial crisis can be provided with emergency food supplies, donated by the general public) which is now an independent charity.

Esther's Coffee Lounge, an independent business based in the Centre, provides catering for the public and Centre users, and there is also an independent catering company which supplements the in-house service.

An internet facility is available to the public throughout the Centre, which has been enhanced by the installation of a new monitored wi-fi service and a small card shop is available to the public.

### Building Improvements

The Centre has been, and continues to be, refurbished and improved in all areas to provide a safe and accessible venue for all users.

### Summary

The Centre has continued to be well used and accepted in its attempts to serve the local and wider community with in excess of 1000 people visiting in some capacity each week.

We remain focused on our aims of providing a warm and welcoming Christian environment to all those who visit or use the Centre. We thank God for his provision of people and resources to enable us to serve Him.

### PUBLIC BENEFITS

This report aims to show how the activities of the Bridge Chapel Centre are based on its Charitable Objectives and the Public Benefits derived from these activities.

Statements in italics relate directly to the Charitable Objectives of the Bridge Chapel Centre.

### Introduction

The following is a list of the main activities that take place at the Bridge Chapel Centre. It is not an exhaustive list, nor is it possible to list all the personal benefits that individuals may derive from their participation in the detailed activities.

The Centre Trustees and Staff aim to provide a comfortable, accessible and welcoming environment for all who enter the building for whatever reason. It is intended that they *will find friendship, help, comfort and advice.*

#### 1. Resident Community Partners-those who have an office base or use the Centre regularly

These organisations are compatible with our Charitable Objects of *relieving poverty and sickness, providing education and training, finding friendship, comfort and advice.*

# Bridge Chapel Centre

## Trustees' Report

- **South Liverpool Domestic Abuse Service, Women's Advice Centre** provides services to improve the well-being of women in the local community as well as providing advice and support for victims of domestic violence.
  - **Making Days South Day Centre for Adults with learning Disabilities**, run by PSS Liverpool (on behalf of Liverpool City Council) provides support and friendship for those with learning disabilities and for their families.
  - **South Liverpool Foodbank** - working together with other local churches, and frontline care organisations (such as CAB, Jobcentre Plus etc.) the Foodbank is able to distribute emergency food supplies to individual and families in crisis within the South Liverpool community. The Foodbank is no longer a work of the Bridge Chapel Centre as it became a separate registered charity on 31st March 2014.
  - **Little Miracles**. This is an affordable, quality pre-school with a Christian ethos and follows the Early Years Foundation Stage and the Every Child Matters document.
  - **The Haven Project** - a support service for parents involved in public care proceedings in Liverpool. The Project is managed by a qualified Children and Families Social Worker with over fifteen years experience of working with families both in the courts and in the community.
  - **Regional Foster Families** – is an independent family run agency, providing foster placements to Local Authorities for the children and young people they need to place with foster carers.
  - **Equip Coaching** – Deliver holiday camps for children who are in years Reception - Year 6, their aim is to develop essential life skill through a range of activities, including multi sports, arts and crafts, live sketches etc.
  - **The Reader** – A national organisation which has pioneered the use of Shared Reading to improve well-being, reduce social isolation and build resilience in diverse communities across the UK and beyond.
  - **On-Line Centre** – developed from an initiative by Speke Training & Education Centre (STEC) and Liverpool Mutual Homes (LMH) to teach people with little or no experience to use a computer and access the internet, the service was opened up for anyone aged 16 or over to attend and is held each Friday morning from 10.00-12.00pm and 12-15 people attend each session.
2. Regular Bookings

Space in the Centre is available to hire for regular training sessions, meetings etc. which may be weekly, monthly or at intervals throughout the year. There are many organisations and individuals who use the Centre and it is not practical to list them all in a report of this nature, however the regular users of the Centre are as follows:

Local Government, Liverpool City Council

Liverpool Safeguarding Board

NHS – Clinical Commissioning Groups / Weight Loss Clinic / Pulmonary Rehab Clinic / MerseyCare / Liverpool University Hospital

Local Schools and other providers of education

Merseyside Police local community drop-in surgery and Cadet Ceremony

Youth Offending Service

Dementia Action Alliance

Liverpool Fostering and Adoption Panels

Social Housing companies such as Riverside and Liverpool Mutual Homes. All provide support and services to the general public.

Barnardos, providing support for children and foster parents



## Bridge Chapel Centre

### Trustees' Report

Liverpool Charity and Voluntary Services (LCVS) providing support for other local charities.

Facing Life in Pain (F.L.I.P) support group for people with chronic pain.

Liverpool Arts Society monthly lectures.

Ladies Bible Study Fellowship International (BSF), weekly meeting for ladies from local churches and community.

Mens Bible Study Fellowship International (BSF), weekly meeting for men from local churches and community.

Breathe Easy, a support group for people suffering with pulmonary fibrosis (with help and support from the British Lung Foundation).

Parkinson's Society, monthly support group for carers and people suffering with Parkinsons Disease.

Music Makers, weekly meeting for young people with Autism using music and therapy.

Weight Watchers & Slimming World, weekly meetings open to the public.

Keep fit classes of various types eg Pilates and Circuit Training

Our Daily Bread Ministries, annual bible conference

Stand Tall Counselling training.

Local Solutions –a care agency

The Centre is used for one-off events such as weddings and funerals *providing resources for other churches, the advancement of the Christian Faith and help and comfort for those in need.*

Other one-off events include school activities such as plays and exhibitions.

There has been a total of about 2000 meetings this chart below represents the number of different meetings for each of the groups .

257	193	379	400	437	306	129
<b>Bridge Chapel</b>	<b>Centre</b>	<b>Business</b>	<b>Public Sector</b>	<b>Community</b>	<b>Charity</b>	<b>Other Church</b>

The number of people attending meetings is usually estimated but can reach 1400 people a week

(some people may be counted twice )

# Bridge Chapel Centre

## Trustees' Report

### Benefits and Beneficiaries

These Centre users provide one or more of the following benefits-

Community development

Improvement of health and relief for those with disabilities or other disadvantages Advancement of education and arts

Advancement of religion Reducing social isolation

The beneficiaries are:

The local community General public

Those with specific disabilities and their families Children

Victims of domestic violence Older people

Those who are socially isolated.

Charitable Purposes/Public Benefit					
799	808	259	159	293	673
Recreation	Health	Children's Activities	Money Mgt	Christian Education	Education

### 3. Centre Activities

Service provided by Bridge Chapel Centre. These services are provided under the Bridge Chapel Centre charity although there is an overlap both in the work undertaken and with the volunteers providing it with church values and ministries. However these services abide by the policies as set out by the Centre including

- Safeguarding
- Health and Safety
- Complaints
- Data protection and record keeping.

- **Hear To Listen** – is the provision of a confidential listening service which is available to anyone. One-to-one appointments with a trained, impartial listener give individuals the opportunity to talk-through issues which are causing them distress in their lives and aims to help them to find their own solutions to these issues where practical. The *exercising of this ministry of care* and this provision of *help and comfort* has helped many people from all walks of life to cope with areas such as family conflict, bereavement and job loss. Hear To Listen also provides opportunities for people *to engage in practical Christian service*.

Benefits: The Hear to Listen service helps to provide relief for those struggling with difficult times in their lives and by use of reflective listening enables them to (in many cases) find their own solutions to the problems they face.

Beneficiaries: The service is available to anyone aged 16 or over.

Frequency and usage: The Hear to Listen service is available Monday to Friday during the day and is currently used by approx. 1 person per week.

- **Who Let The Dads Out (WLTD0)** – for children aged 0-4 years who must be brought and supervised by their fathers/carers. It provides an opportunity for toddlers to develop through play.

Benefits: Child development and support for fathers and carers.

## Bridge Chapel Centre

### Trustees' Report

Beneficiaries: Young children and fathers/carers. WLTD0 is very popular and open to all from the local community.

Frequency and usage: Who Let the Dads Out meets on Saturday morning once per month and approx. 25 children, with their dad's/carers attend each session.

- **Bridge Tots** – for children aged 0-4 years. It provides an opportunity for toddlers to develop through play.

Benefits: Child development and support for parents and carers.

Beneficiaries: Young children and parents/carers. Bridge Tots is very popular and open to all from the local community.

Frequency and usage: Bridge Tots is held every Monday morning and afternoon as well as Thursday morning during term time. There are 30 children who attend with their parent/carer and places are limited with a long waiting list at present.

- **Soft Play** – for children aged 0-4 years who must be brought and supervised by their parents/carers. It provides an opportunity for children to develop through play and for their parents/carers to meet and socialise. It is an open door policy so there is no need to book in advance although on the day for safety reasons numbers are limited. A bouncy castle, lots of toys and ride-ons and a separate area for small babies. At 2-15 there is a time for songs, stories and birthday celebrations. At Christmas time and at Easter the story of the birth of Jesus and his death and resurrection is shared. Every child takes a little book about the Easter story home. In July each child who is leaving to start school in September is given the Jesus Story Bible and parents are asked to read it with their children,

Benefits: Child development and support for parents/carers.

Beneficiaries: Young children and parents/carers.

Frequency and usage: The Soft Play is held every Wednesday 1.00pm – 2.30pm during school term time only. Up to 40 children, plus their parents/carers attend each week

- **Summer Soft Play and Friday afternoon Fun Days**– for children aged 0-11 years who must be brought and supervised by their parents/carers. During school holidays soft play equipment is set up for

children aged 0-4 years. It provides an opportunity for children to develop through play and for their parents/ carers to meet and socialise. On Fridays various activities are booked including a family farm, a circus and a Hawaiian Beach BBQ

Benefits: Child development and support for parents/carers.

Beneficiaries: Young children and parents/carers. Soft Play sessions are very popular and open to all from the local.

Frequency and usage: The Soft Play is held Monday – Friday during each school holiday & half term period

- **Lunch Club** – provides a low cost 2 course hot meal and company for elderly people from the local community

Benefits: provides a low cost 2 course hot meal and company for older people from the local community

Beneficiaries: The Lunch Club is aimed primarily at older people and those on their own but is open for anyone to attend.

Frequency and usage: The Lunch Club is held each Friday in Esthers from 11.30-1.30pm and has 20 people regularly attending

- **Making Tracks** –a free organised & supervised leisure cycle ride for anyone from the local community.

Benefits: A leisurely cycle in friendly company with a mixture of on and off road cycling, providing cycling guidance, encouragement and friendly company. Cycles and cycling equipment can be provided for use free of charge.

## Bridge Chapel Centre

### Trustees' Report

Beneficiaries: Making tracks is available for any adults regardless of cycling experience.

Frequency and usage: Every Wednesday from 9.15 until 12.00pm approx. return, weather permitting and has up to 20 people attending each week.

- **Café Memoir** – is a new initiative for people living with dementia and/or their carers. We want them to feel welcomed, accepted and supported. It is a partnership with a local care agency. We serve tea/coffee & cake, have resources available from organisations such as The Alzheimer's Society, play some nostalgic music, and have table top activities and games specifically produced for people living with dementia. The event is free to attend, refreshments provided are free of charge as a private care company 'Home Instead' partner with us and offer to cover the costs.

Benefits: We hope to create an atmosphere of relaxation, friendliness and gentle mental stimulation. We also hope that regular attendance will create a community of support and encouragement

Beneficiaries: Café Memoir is exclusively available to people living with dementia and/or their carers from within the local community.

Frequency and usage: 2nd Friday afternoon of every month. It runs from 2:30pm - 4:00pm. We currently have between 2-10 people attending

- **Craft Group** – This is an open session run by volunteers for anyone who would like to learn or develop a craft. It is hoped that some of those isolated in the community will attend

Benefits: Provides a pleasant social morning, company, and the opportunity to learn and develop simple craft skills.

Beneficiaries: The Craft Group is open for anyone to attend

Frequency and usage: Every Tuesday morning from 10.00am – 12.00pm

- **Help Information Support (HIS) Service** – run by trained volunteers the aim of HIS Service is to serve the community with the right help, correct information and necessary support needed in a variety of situations. HIS operates in the Centre on Friday morning on a drop-in basis or appointments can be made.

Benefits: Provides practical support for people struggling with a variety of situations such as: understanding official correspondence, filling out forms and applications, helping to access necessary services, sign-posting to relevant agencies.

Beneficiaries: The service is available to anyone aged 16 or over.

Frequency and usage: The HIS Service is held each Friday morning from 10.00-12.00pm and has helped approx. 20 different people each year.

#### 4. Church Activities

The Centre provides the venue and facilities for Church activities. The following is not an exhaustive list of Church activities but includes the main ones which take place at the Centre. All are free of charge.

- **Sunday Services** – two or three services (depending on the time of year) take place in the Bridge Chapel Centre. During the service there is an opportunity for children to take part in Junior church (children in school years R-6) or Target (school years 7-9). Both include age-appropriate activities and Bible teaching. Baby and Toddler crèches are available.

Benefits: Providing Bible teaching, fellowship, a sense of community within a 'church family' *and the advancement of the Christian faith.*

Beneficiaries: Services are open to all.

Frequency and usage: Every Sunday morning and evening with approx. 500 people attending between the three services.

# Bridge Chapel Centre

## Trustees' Report

- **Care Ministry** – does a variety of roles within the church community and aims to reach out to others needing support going through difficult times. Support includes practical help, hospital visits, encouragement, providing a listening ear and prayer.

Benefits: Those in need benefit by knowing that there are people who care about them and from the practical help and support provided. The benefits of prayer cannot be quantified.

Beneficiaries: The Care Ministry aim to provide support for all who need it with the resources available.

Frequency and usage: The Care Ministry office is manned each weekday morning and a member of the Care Team is always available.

### Childrens Youth work

**Mini Kidz and Bridge Kidz** – for children in school years R-2 and 3-6 respectively. Children are provided with a range of games, quizzes, singing, crafts and Bible stories.

- **Mini Kidz and Bridge Kidz** – for children in school years R-2 and 3-6 respectively. Children are provided with a range of games, quizzes, singing, crafts and Bible stories.

Benefits: Children can develop social interaction skills, make friends and take part in fun activities and learn from the Bible teaching and stories.

Beneficiaries: Children and parents. Mini Kidz and Bridge Kidz are open to all from the local community.

Frequency and usage: Mini Kids and Bridge Kids meet every Friday evening during school term and have between 80-100 children attending between the 2 groups.

- **Target and Quest** – for young people in school years 7-9 and 10-13 respectively. Provide a mixture of games, activities and Bible teaching.

Benefits: Social interaction, development of friendships, Bible teaching and an opportunity for young people to introduce friends to church.

Beneficiaries: Young people and their parents.

Frequency and usage: Target and Quest meet every Friday evening during the school term and have between 80-100 young people between the two groups.

- **Young At Heart** – provides lunch and informal fellowship (and the occasional outing) monthly for older people in the community who are 'young at heart'.

Benefits: Friendship and fellowship.

Beneficiaries: Older people in the local community.

Frequency and usage: Young at Heart meets on a Thursday afternoon once per month with between 50-70 people regularly attending.

### 5. Esther's Coffee Lounge

In September 2011 Café Esta was renamed and re-branded as Esther's Coffee Lounge to provide a more contemporary menu and environment. Originally part of the Centre, Esther's is now a separate limited company, however it remains at the heart of the Centre. Located in the foyer it provides a welcoming atmosphere. It is often the first point of contact for many who come into the Centre. Friendly staff, supported by a team of volunteers, provide reasonably priced, good quality refreshments for all. Esther's can also provide buffets for groups who have hired rooms.

The warm welcome provided by Esther's is evident in the number of customers who regularly use the facility, sometimes on a daily basis. Esther's does not target any particular market segment and provides the same welcome to all. For example, groups of mums often stay with their toddlers after Bridge Tots, professionals will use the café during breaks from training sessions and people from the church or local community use it to meet friends.

# **Bridge Chapel Centre**

## **Trustees' Report**

Many people visit Esther's for company and will usually find someone to have a chat with. The staff do their best to befriend those who come in.

Benefits: Esther's provides, in a comfortable environment, the opportunity to find out about Centre and Church activities and the means to meet and to develop friendships.

Beneficiaries: Esther's is open to all.

Frequency and usage: Esther's is open during the day Monday – Friday every week. Approx. 150 people will use the café each day.

### **6. Governance and Risk Management**

Board of Trustees - There are currently 7 Trustees. Including:

The Chair Treasurer

A Church Elder A Deacon

(The Secretary is not a Trustee)

Training on the role of trustees was undertaken by the current Trustees in February 2015. Further training and development session are held annually in order to develop the Forward plan for the year. The Chair Diana Niccol attended a course about recruitment and support to Trustees in March 2020

Trustees Meetings - Trustees meetings are held bi-monthly, dates are set at the beginning of the calendar year. Agendas and minutes are prepared by the Centre Secretary.

Operational and staffing matters are addressed and the risks of new activities or staffing issues are discussed. A Risk Profile is maintained.

Sub committees – The Health and Safety sub committee meets usually bi monthly and reports to main Trustee meetings. There are representatives from Bridge Chapel and Esther's Coffee lounge on this group.

Data collection /Website development - Adhoc groups are created when there are issues to be discussed.

Annual General Meeting - There is an Annual General Meeting to coincide with the final inspection of the accounts and is normally held in September or October.

Policies & Procedures - The Organisation has the following Policies and Procedures in place. HR policies:

- Attendance and overtime arrangements
- Sickness
- Disciplinary and Grievance
- Communications
- Safe recruitment
- Staff support and annual review
- Bullying harassment and victimisation
- lone working and whistle blowing

# Bridge Chapel Centre

## Trustees' Report

### Organisation policies:

- Health and Safety
- Safeguarding
- Complaints
- Equality and diversity
- Volunteers
- Financial management
- Data Protection

### Trustees:

- Code of conduct
- Conflict of Interest
- Risk Management

### Wellbeing of staff:

- Healthy eating
- Mental well being
- Physical exercise
- Smoke free workplace
- Communications
- Staff support

## 7. Financial Controls

The Trustees are satisfied that financial aspects of the Centre's operation are transparent and properly administered. Up until March 2017 the Centre employed a finance assistant working alongside a Church Treasurer. Since August 2017 the finance office has been out-sourced to an Accountancy company. This office completes all financial transactions on behalf of the centre following paperwork scanned and sent to them on a weekly basis from the church and centre offices.

The Centre continues to employ a payroll company. The accountancy company maintain a liaison role between the Trustees, management and payroll

Procedures have been written up to describe the actions needed.

The Premises manager has a limit of £500 for everyday maintenance expenditure. At bi-monthly Trustees meetings financial information including statement of income and expenditure and projected bookings is examined.

The Centre's accounts are subject to annual Inspection.

## 8. Reserves Policy

In the Trustees' view, the reserves should provide the charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future.

The trustees review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's continuing obligations on a bi-monthly basis at their Trustees meeting.

The trustees propose to maintain the charity's reserves at a level which is equivalent to between 3 and 6 months operational costs. This reserve is held in a bank account There are no investments.

## Bridge Chapel Centre

### Trustees' Report

#### 9. Conclusion

The work of the Bridge Chapel Centre continues to be extremely varied and is constantly changing and updating. The Church and Centre aim to develop their activities and facilities to meet the varied and changing needs of the Centre users and local community.

#### **Small companies provision statement**

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 14 September 2020 and signed on its behalf by:

.....

Diana Niccol  
Trustee



## Bridge Chapel Centre

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Bridge Chapel Centre for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 14 September 2020 and signed on its behalf by:



.....  
Diana Niccol  
Trustee

## Bridge Chapel Centre

### Independent Examiner's Report to the trustees of Bridge Chapel Centre

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2020 which are set out on pages 17 to 26.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of Bridge Chapel Centre (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Bridge Chapel Centre are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Bridge Chapel Centre as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

  
.....  
Nicky Corbett

555 Smithdown Road  
Liverpool  
Merseyside  
L15 5AF

4 December 2020

## Bridge Chapel Centre

### Statement of Financial Activities for the Year Ended 31 March 2020 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2020 £
<b>Income and Endowments from:</b>			
Donations and legacies	3	5,000	5,000
Charitable activities	4	206,913	206,913
Other trading activities	5	7,869	7,869
Investment income	6	165	165
Total income		<u>219,947</u>	<u>219,947</u>
<b>Expenditure on:</b>			
Raising funds		(11,034)	(11,034)
Charitable activities	7	(190,143)	(190,143)
Total expenditure		<u>(201,177)</u>	<u>(201,177)</u>
Net income		<u>18,770</u>	<u>18,770</u>
Net movement in funds		18,770	18,770
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>141,742</u>	<u>141,742</u>
Total funds carried forward	15	<u>160,512</u>	<u>160,512</u>
		<b>Unrestricted funds £</b>	<b>Total 2019 £</b>
	Note		
<b>Income and Endowments from:</b>			
Charitable activities	4	197,786	197,786
Other trading activities	5	6,176	6,176
Investment income	6	97	97
Total income		<u>204,059</u>	<u>204,059</u>
<b>Expenditure on:</b>			
Raising funds		(7,306)	(7,306)
Charitable activities	7	(195,093)	(195,093)
Total expenditure		<u>(202,399)</u>	<u>(202,399)</u>
Net income		<u>1,660</u>	<u>1,660</u>
Net movement in funds		1,660	1,660
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>140,081</u>	<u>140,081</u>
Total funds carried forward	15	<u>141,741</u>	<u>141,741</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2019 is shown in note 15.

**Bridge Chapel Centre**  
**(Registration number: 06382514)**  
**Balance Sheet as at 31 March 2020**

	Note	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	11	4,693	5,392
<b>Current assets</b>			
Stocks	12	485	985
Debtors	13	38,793	35,495
Cash at bank and in hand		<u>126,685</u>	<u>114,882</u>
		165,963	151,362
<b>Creditors: Amounts falling due within one year</b>	14	<u>(10,144)</u>	<u>(15,013)</u>
<b>Net current assets</b>		<u>155,819</u>	<u>136,349</u>
<b>Net assets</b>		<u>160,512</u>	<u>141,741</u>
<b>Funds of the charity:</b>			
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>160,512</u>	<u>141,741</u>
<b>Total funds</b>	15	<u>160,512</u>	<u>141,741</u>

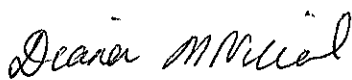
For the financial year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 17 to 26 were approved by the trustees, and authorised for issue on 14 September 2020 and signed on their behalf by:



.....  
Diana Niccol  
Trustee

# Bridge Chapel Centre

## Notes to the Financial Statements for the Year Ended 31 March 2020

### 1 Charity status

The charity is limited by guarantee, incorporated in , and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £Nil towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Bridge Chapel Centre

Heath Road

Liverpool

L19 4XR

These financial statements were authorised for issue by the trustees on 14 September 2020.

### 2 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

#### Basis of preparation

Bridge Chapel Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

#### Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

#### Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

## Bridge Chapel Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### *Investment income*

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### *Raising funds*

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### *Charitable activities*

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £250.00 or more are initially recorded at cost.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

##### **Asset class**

Equipment

##### **Depreciation method and rate**

25% reducing balance basis

#### **Stock**

Stock is valued at the lower of cost and estimated selling price less costs to complete and sell, after due regard for obsolete and slow moving stocks. Cost is determined using the first-in, first-out (FIFO).

## Bridge Chapel Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

### 3 Income from donations and legacies

	Unrestricted funds	Total 2020
	General £	£
Donations and legacies;		
Donations from individuals	5,000	5,000
	5,000	5,000
	5,000	5,000

### 4 Income from charitable activities

	Unrestricted funds	Total 2020	Total 2019
	General £	£	£
Catering	15,143	15,143	11,182
Room Hire	95,818	95,818	86,769
Tenancies	100,953	100,953	99,643
	211,914	211,914	197,594
	211,914	211,914	197,594

## Bridge Chapel Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 5 Income from other trading activities

	Unrestricted funds		
	General £	Total 2020 £	Total 2019 £
Trading income;			
Shop income from sale of donated goods and services	746	746	1,027
Events income;			
Other events income	7,083	7,083	5,149
	<u>7,829</u>	<u>7,829</u>	<u>6,176</u>

#### 6 Investment income

	Unrestricted funds		
	General £	Total 2020 £	Total 2019 £
Interest receivable and similar income;			
Interest receivable on bank deposits	165	165	97

#### 7 Expenditure on charitable activities

		Unrestricted funds		
	Note	General £	Total 2020 £	Total 2019 £
Allocated support costs	8	189,363	189,363	194,313
Governance costs	8	780	780	780
		<u>190,143</u>	<u>190,143</u>	<u>195,093</u>

£190,143 (2019 - £195,093) of the above expenditure was attributable to unrestricted funds and £Nil (2019 - £Nil) to restricted funds.



## Bridge Chapel Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 8 Analysis of governance and support costs

##### Charitable activities expenditure

	Unrestricted funds		
	General £	Total 2020 £	Total 2019 £
Accountancy fees	7,811	7,811	7,769
Bad debts	1,863	1,863	2,568
Employment costs	100,954	100,954	94,197
Establishment costs	42,156	42,156	36,925
Repairs and maintenance	25,304	25,304	39,998
Office expenses	5,898	5,898	6,399
Printing, posting and stationery	1,326	1,326	1,284
Subscriptions and donations	154	154	200
Sundry and other costs	1,157	1,157	60
Cleaning	2,822	2,822	3,896
Depreciation	698	698	1,797
	<u>190,143</u>	<u>190,143</u>	<u>195,093</u>

##### Governance costs

	Unrestricted funds		
	General £	Total 2020 £	Total 2019 £
Allocated support costs	<u>780</u>	<u>780</u>	<u>780</u>
	<u>780</u>	<u>780</u>	<u>780</u>

#### 9 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

## Bridge Chapel Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 10 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 11 Tangible fixed assets

	Furniture and equipment £	Total £
<b>Cost</b>		
At 1 April 2019	67,463	67,463
At 31 March 2020	67,463	67,463
<b>Depreciation</b>		
At 1 April 2019	62,072	62,072
Charge for the year	698	698
At 31 March 2020	62,770	62,770
<b>Net book value</b>		
At 31 March 2020	4,693	4,693
At 31 March 2019	5,391	5,391

#### 12 Stock

	2020 £	2019 £
Stocks	485	985

#### 13 Debtors

	2020 £	2019 £
Trade debtors	38,793	35,495

#### 14 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	10,143	15,006
Other creditors	1	7
	10,144	15,013

## Bridge Chapel Centre

### Notes to the Financial Statements for the Year Ended 31 March 2020

#### 15 Funds

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>				
General	<u>(141,742)</u>	<u>(219,947)</u>	<u>201,177</u>	<u>(160,512)</u>
	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Balance at 31 March 2019 £
<b>Unrestricted funds</b>				
General	<u>(140,081)</u>	<u>(204,059)</u>	<u>202,399</u>	<u>(141,741)</u>

#### 16 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Tangible fixed assets	2,095	2,095
Current assets	165,963	165,963
Current liabilities	<u>(10,144)</u>	<u>(10,144)</u>
Total net assets	<u>157,914</u>	<u>157,914</u>
	Unrestricted funds General £	Total funds at 31 March 2019 £
Tangible fixed assets	5,392	5,392
Current assets	151,362	151,362
Current liabilities	<u>(15,013)</u>	<u>(15,013)</u>
Total net assets	<u>141,741</u>	<u>141,741</u>

# Bridge Chapel Centre

## Notes to the Financial Statements for the Year Ended 31 March 2020

### 17 Analysis of net funds

	<b>At 1 April 2019</b> <b>£</b>	<b>Cash flow</b> <b>£</b>	<b>At 31 March</b> <b>2020</b> <b>£</b>
Cash at bank and in hand	114,882	11,803	126,685
Net funds	<u>114,882</u>	<u>11,803</u>	<u>126,685</u>
	<b>At 1 April 2018</b> <b>£</b>	<b>Cash flow</b> <b>£</b>	<b>At 31 March</b> <b>2019</b> <b>£</b>
Cash at bank and in hand	75,560	39,322	114,882
Net funds	<u>75,560</u>	<u>39,322</u>	<u>114,882</u>