

# **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 2022 to 31<sup>st</sup> March 2023**

**Xx October 2023**



## 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

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

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
Mr Ian Paterson	Chairman	19.06.23	
Mr Rod Scott	Secretary	27.06.22	
Mrs Alex Farr	Treasurer	13.09.21	
Mrs Wendy Barlow		27.06.22	
Mr Ed Butlin		19.06.23	
Mrs Susan Heap	Scouting representative		<i>Ex officio</i>
Mr John Murphy	JPC representative		<i>Ex officio</i>
Mr Martin Russell	Co-opted	30.01.23	
Mrs Jane Scott	Church Warden		<i>Ex officio</i>
Vacant	Guiding representative		

The Trustees of Barford Youth & Community Centre met 11 times during 2022/23.

The charity's AGMs were held on 27<sup>th</sup> June 2022 and 19<sup>th</sup> June 2023.

No Trustees resigned during 2022/23 or between the year end and the date of this report.

Mrs Barlow and Mr Murphy were co-opted at the Trustee's meeting on 10<sup>th</sup> January 2022.

Mrs Barlow's appointment was confirmed at the charity's AGM on 27<sup>th</sup> June 2022.

Also at that AGM, a resolution was passed to amend the charity's Constitution to add a further *ex officio* Trustee, to be a representative of the local Joint Parish Council (JPC) and Mr Murphy (who is Vice-Chair of the JPC) was confirmed in that *ex officio* Trustee role.

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 27<sup>th</sup> June 2022, Mr Scott 19<sup>th</sup> June 2023 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. In the same way, at the AGM on 19<sup>th</sup> June 2023 Mr Paterson and Mr Butlin resigned and were relected.

Mrs Scott is an *ex officio* Trustee as the representative by her position for the local Church.

Mr Russell has been an *ex officio* Trustee as the representative for Scouting in his role as Group Scout Leader for Barford Scout Group. In early 2023 it became known that he would be ceasing to be the Group Scout Leader and so would then no longer be the *ex officio* Trustee in that role. As he was willing to continue as Trustee and in preparation for him no longer being an *ex officio* Trustee, he was co-opted to be a new Trustee at the Trustees Meeting on 30<sup>th</sup> January 2023.

However, his successor as Group Scout Leader was not appointed by the Scout Association and in post until September 2023. The Secretary is now registering the new Group Scout Leader (Mrs Susan Heap) as the *ex officio* Trustee in that role.

Mr Russell's position as Trustee will therefore be ratified at the 2024 AGM.

## 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, Church Warden and a representative of the Joint Parish Council

The ex-officio position for a Guide Leader is currently vacant.

The Chairman, Treasurer and Secretary of the Group, as elected by its members, are typically elected (rather than ex officio) Trustees).

**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)

*Note: There is currently no active Guiding Group*

### 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. 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 leaders' uniforms, training and annual membership fees to the Scout Association.

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 many other, local community activities on a regular and occasional basis.

The building (the "Scout Hut") was / is over 35 years old and in great need of replacement. BYCC is hence engaged in a major project to replace the hut with a new, larger, energy efficient and cost effective building with disabled access that meets current building and environmental standards (the "Youth & Community Centre" or Y&CC).

The management of this project is via a Y&CC Committee which has met as required to monitor the progress. A Project Manager (appointed by the Trustees at the start of 2019/20 and renewed in July 2021 as a rolling contract on 3 months' notice) 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'.

BYCC provides and manages the venue and facilities for a wide range of local community activities and meetings. These include the regular meetings of the weekly Hut Café, monthly Family Cafe, and of the local Art Group and Sewing Group. In providing the location for the Barford Scout Group, BYCC supports the educational, physical, emotional and ethical development of around 100 young people from the village and surrounding local area. The local? Scouts Explorers Group is also based here.

The venue is also frequently used for local Church meetings, a ballet class, and 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 to replace the Scout Hut will increase the benefit provided and be suitable for increased use for a wider range of local community activities.

For example, 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). The local Art Group meets weekly and is well attended. An ecological group (Bar Zero) use the hut monthly as a meeting place to bring broken items for repair and provides tea and cakes while they wait. The former Baby & Toddler Group has evolved into a monthly young family group and is enjoyed by many young children and their parents/carers.

The building is also used occasionally for Bingo Evenings, which are enjoyed by 30 or more local people of all ages, and 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 people across a very wide age range 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 2021/2022**

During the period covered by this Annual Return, the operation of the Scout Hut and the activities of the many local community groups using it were recovering from the previous year (in line with the relaxation of COVID 19 restrictions), with nearly all returning to normal operation.

The charity's major project to replace the existing building with the new Youth & Community Centre (Y&CC) had been very severely affected by the COVID pandemic, with limited opportunity for local fundraising or to apply for grants from major funding sources.

With the ending of the COVID pandemic, progress on the Youth & Community Centre project was able to begin again in earnest, with the continuing support of the local community and of the Project Manager and advisors:

- Professional advisors provided reports, specifications and costings (including architect, structural engineer, mechanical & electrical engineer and quantity surveyor);
- Further engagement with the local community, to understand views on user needs, communicate progress and consider the overall design and specification; this has included displays at local events;
- Archaeological survey prepared and completed, and report submitted to Warwick District Council;
- Various local fundraising events, including an autumn AppleFest enjoyed by around 100 local people, a live music evening and a Gold **Ruch** whereby people could donate unwanted or broken items of jewellery.
- Application for funding, with full Business Plan, submitted to Warwick District Council (WDC) and discussed constructively with them;  
As part of this work with WDC, the charity has strengthened its links with the local Joint Parish Council (JPC) and the JPC has increased its funding commitment to the Y&CC Project;
- In addition to local fundraising and donations, the Y&CC Project gained significant funding from some very generous, anonymous donations.

However, the economic conditions, following Brexit and the Covid pandemic and with greatly increased energy prices and war in the Ukraine, meant that the Y&CC Project faced major challenges. Construction material and contractor costs saw unprecedented increases.

Given this, the Y&CC Committee and Trustees recognised in Summer 2021 that securing sufficient funding for the Y&CC plan and specification developed before and during Covid was now no longer achievable.

Hence, during Summer 2022 there was a comprehensive re-engagement with the local community, WDC and the JPC on new options for the Y&CC, with significant value-engineering and re-design/re-specification (using revised costings information from the professional advisors).

From this a new design for the Y&CC with an achievable funding target was agreed. A re-application for grant was successfully made to WDC and Planning Variation submitted; re-confirmation of grants from the JPC and the local Barford Community Charity obtained; a 'design and build' agreement with a selected, local construction contractor was reached.

Fundraising, through local events and donations and grant applications, was reinvigorated and in early Summer 2023 the funding needed for work to start on the new Y&CC was achieved.

The old Scout Hut was demolished and in August and on-site work is now progressing; the new Y&CC is expected to open in Spring 2024.

## Financial Review

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

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

The three current accounts are used separately for:

- the receipts from charging for use and the expenses of operating the Scout Hut / Y&CC (utilities, cleaning, insurance, etc.)
- to hold the funds for and meet the expenses of progressing the new Youth & Community Centre project
- to manage the charity's 200 Club (funds received from the annual cost for individuals to take part and to pay the quarterly prize monies)

At the decision of the Trustees, surplus funds not required prudently to be kept in the accounts to ensure the continuing operation of the Scout Hut / Y&CC and the 200 Club may be transferred to the Youth & Community Centre Project account.

The savings account holds a residual amount from the establishment of the now demolished 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

A new Lease on the ground used by BYCC has been agreed, to replace the previous Lease (for 30 years from 02/10/2017) with a new Term of 50 years. The rent payable is £100 per annum, increased for each fifth year in line with RPI inflation.

Was this before year end ?

#### 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

**Signatures:**



<b>Full Names:</b>	Ian Stuart Cunningham Paterson	Roderick Andrew Scott
<b>Positions:</b>	Chairman and Trustee	Secretary and Trustee
<b>Date:</b>	October 2023	October 2023

## **Independent Examiner's Report on the Accounts**

The Annual Accounts for 2022/23 have been independently examined; the examiner had no comments to make to the Trustees.

# BYCC accounts for year ending 31<sup>st</sup> March 2023

	Year ending 31 <sup>st</sup> March 2023			Year ending 31 <sup>st</sup> March 2022		
	Unrestricted £	Restricted £	Total 2023 £	Unrestricted £	Restricted £	Total 2022 £
<b>Donations &amp; Grants:</b>						
Grants <sup>a</sup>	1,272.00	85,000.00	86,272.00	32,408.57	1,500	33,908.57
Donations (Gift Aided) <sup>b</sup>	0	7,410.00	7,410.00	0	44,446.00	44,446.00
Donations (non Gift Aided) <sup>b</sup>	0	3,856.62	3,856.62	5.00	42,263.00	42,268.00
Claimed Gift Aid	0	0	0	0	10,966.74	10,966.74
<b>Receipts:</b>						
Rental <sup>c</sup>	1,699.50	0	1,699.50	1,525.50	0	1,525.50
Fundraising ( <i>net of costs</i> ) <sup>d</sup>	0	10,784.04	10,784.04	0	5,975.62	5,975.62
200 Club ( <i>net of costs</i> )	0	848.00	848.00	0	837.00	837.00
Water supplied <sup>e</sup>	735.85	0	735.85	485.57	0	485.57
Interest <sup>f</sup>	0	16.63	16.63	0	0.83	0.83
Other <sup>g</sup>	139.68	0	139.68	221.34	0	221.34
<b>Total Income:</b>	3,847.03	107,915.29	111,762.32	34,645.98	105,989.19	140,635.17

a) *Unrestricted*: JPC Community Centre grant £1,272. (This past year we have no longer received any Covid relief grants, as we did the previous year.)  
*Restricted*: Heart of England £65,000; Norton Foundation £10,000; and Janet & Bryan Moore Charitable Trust £10,000.

b) The previous year's donations were boosted by two very generous anonymous donations of £42,000 (gift-aided) and £40,000 (non gift-aided).

c) Regular groups: £1,283; incidental users: £416.50. (We lost some regular groups because of the condition of the building, but incidental use of the Hut was up from the previous year.)

d) Cajun Roosters £1,700; Apple Fest £1,288.54; Willow Island £300; Showstoppers £707.50; Gold Rush £3,075; Art Group Exhibition £405; Bingo £46.24; Santa Sleigh (Lions) £300; Hilary Maynard's monthly quizzes £820.50; Scout Hut Café £2,055; Terracycle £86.26.

e) Water supplied to Church and Parish allotments, which we initially pay for and are then reimbursed for (see also note g).

f) Santander deposit account.

g) SSE (electricity) refund (£134.68) & Amazon Smile donation (£5.00).

	Year ending 31 <sup>st</sup> March 2023			Year ending 31 <sup>st</sup> March 2022		
	Unrestricted £	Restricted £	Total 2023 £	Unrestricted £	Restricted £	Total 2022 £
<b>Expenditure:</b>						
Utilities – water <sup>h</sup>	877.07	0	877.07	509.63	0	509.63
Utilities – electricity <sup>i</sup>	754.84	0	754.84	105.96	0	105.96
Rates <sup>j</sup>	43.52	0	43.52	22.22	0	22.22
Insurance	1,146.91	0	1,146.91	1,205.64	0	1,205.64
Lease of allotments land	100.00	0	100.00	100.00	0	100.00
Maintenance <sup>k</sup>	555.81	0	555.81	288.01	0	288.01
Subsidies to Scouts and Brownies	42.00	0	42.00	0	0	0.00
Professional Project Manager & Fundraiser <sup>l</sup>	0	15,746.64	15,746.64	0	13,039.92	13,039.92
Architect	0	440.00	440.00	0	4,251.00	4,251.00
Consultants fees <sup>m</sup>	0	16,533.28	16,533.28	0	1,638.00	1,638.00
Other <sup>n</sup>	0	593.70	593.70	44.45	97.67	142.12
<b>Total expenditure:</b>	3,520.15	33,313.62	36,833.77	2,275.91	19,026.59	21,302.50

h) This includes the water supplied to the Church and Parish allotments, for which we are reimbursed. The amount BYCC actually had to pay is £877.07 – £735.85 = £141.22 (see also note d).

i) The significant increase compared to the previous financial year is due partly to bills being based on estimated readings (we received a refund of £134.68 in February 2023, so the total amount paid was actually £619.98); partly to the timing of the bills (the first one covered a significant amount of the previous financial year's electricity used); partly to increased usage of the building; and partly because of the very cold winter.

j) This past year we no longer received Covid Relief, so we were no longer exempt from paying rates for part of the year.

k) Grass cutting (£125); minor repairs (£39.81); weekly cleaning since July 2022 (£391).

l) The work done by Julie Crawshaw, our professional Project Manager & Fundraiser, is continuing to be invaluable in progressing the Project. The increase compared to last year reflects the significantly increased workload.

m) Frankton Hill Quantity Surveyor (£4,024.14); Archaeology (£5,497.80); Greenways M&E (£6,771.34); Build Collective Structural Engineer (£240).

n) Banner & twice leaflet printing (£299.50); hire of memorial Hall for a consultation (£28); and the fee for the planning variation (£266.20).

	Unrestricted £	Restricted £	Total for year ending 31 <sup>st</sup> March 2023 £
Total income	3,847.03	107,915.29	111,762.32
Total expenditure	(3,520.15)	(33,313.62)	(36,833.77)
<b>Balance for year:</b>	<b>£ 326.88</b>	<b>74,601.67</b>	<b>74,928.55</b>
<b>Balance brought forward from previous year:</b>	<b>7,383.32</b>	<b>163,576.22</b>	<b>170,959.54</b>
<b>Transfer between Funds:</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Balance carried forward to next year:</b>	<b>7,710.20</b>	<b>238,177.89</b>	<b>245,888.09</b>

Unrestricted Fund	£
Current account (NatWest 66530709) (per statement)	7,710.22
Unrestricted balance:	7,710.22

Restricted Fund	£
Restricted balance in Santander deposit account (per statement)	7,938.55
200 Club Club account (per statement)	3,336.00
Project account (NatWest 38510847) (per statement)	226,903.34
Restricted balance:	238,177.89

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

#### Final comments:

This past financial year, although it has continued to be a challenge for the Project, has fortunately seen more opportunities for fundraising. As always, we are very grateful to everyone who has donated time, talents and/or money.

We are also very grateful to the Joint Parish Council of Barford, Sherbourne & Wasperton for their continuing support.

Prepared by: Mrs. Alex Farr, treasurer BYCC Date: 5<sup>th</sup> June 2023



Signature:

Independently examined by: Mr. Doug Warne Date: 10<sup>th</sup> June 2023



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees**

Charity Name
Barford Youth and Community Centre

**On accounts for the year ended**

31 March 2023	Charity no (if any)
	1166022

**Set out on pages**

1 and 2
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I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

\* Please delete the words in the brackets if they do not apply.

Signed:

Date: 27 October 2023

Name:

Douglas F Warne

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

Address:

9 Church Lane

Barford

Warwick CV35 8ES

Section B	<b>Disclosure</b>
	Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
<b>Give here brief details of any items that the examiner wishes to disclose.</b>	All questions raised by me have been answered by the treasurer and satisfactorily resolved.