

**REGISTERED NUMBER: 09122651 (ENGLAND AND WALES)**

**BROADSTAIRS TOWN TEAM LIMITED  
(A COMPANY LIMITED BY GUARANTEE)**

**ANNUAL REPORT AND  
UNAUDITED FINANCIAL STATEMENTS**

**FOR THE PERIOD FROM 1 AUGUST 2015 TO 31 MARCH 2016**

**BROADSTAIRS TOWN TEAM LIMITED**

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FOR THE PERIOD ENDED 31 MARCH 2016**

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## **BROADSTAIRS TOWN TEAM LIMITED**

### **LEGAL AND ADMINISTRATIVE INFORMATION FOR THE PERIOD ENDED 31 MARCH 2016**

#### **Status**

Broadstairs Town Team Limited was incorporated on 9 July 2014. The company was established under a Memorandum of Association and is governed under its Articles of Association as amended on 14 July 2015.

The company was registered as a charity on 11 September 2015. The company was dormant until 1 October 2015, when the activities and funds of the Broadstairs Town Team community group were transferred to the charity.

<b>COMPANY REGISTRATION:</b>	09122651
<b>CHARITY REGISTRATION:</b>	1163509
<b>REGISTERED OFFICE:</b>	7 The Broadway Broadstairs Kent CT10 2RJ
<b>TRUSTEES:</b>	Kerry Millett (Chair) Karen Cleverdon (Treasurer) Wendy Carr Lorraine Williams Simon Hardy Pip Hardy Karen Lawrence Seth Proctor (resigned 12 January 2016) Julie Marson (resigned 12 January 2016)
<b>BROADSTAIRS TOWN SHED CO-ORDINATOR:</b>	Claire Shelton

## **BROADSTAIRS TOWN TEAM LIMITED**

### **REPORT OF THE TRUSTEES FOR THE PERIOD ENDED 31 MARCH 2016**

The Trustees are pleased to present their report together with the financial statements of the company for the period ended 31 March 2016 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

#### **Objectives and Activities**

The objectives of the charity are:

- To promote for the benefit of the inhabitants of the town of Broadstairs and St Peters to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving their conditions of life;
- To promote for the inhabitants of Broadstairs and St Peters the advancement of citizenship and community development through the promotion of volunteering, community engagement and civic responsibility, by improving the social and community infrastructure of underused recreational and public areas, including our town, parks and beaches.

We are a group of volunteers who choose to work together for the good of our town. We have come together to do positive things, where we can see ways we can help, to make our town even better than we already know it is. When planning our activities, the trustees have considered the Charities Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

We started as a community group and our activities were transferred to the charity in October 2015. We endeavour to encourage all within our community to take part in our activities. We have a number of projects:

#### Brush Up Broadstairs

We love to Brush Up Broadstairs with regular volunteer painting and litter picking events. It is always great fun and so satisfying to see the difference we can make if we pull together for the good of the town.

#### Gardening Group

Our Gardening Group take care of five public garden sites around the town that were once unloved.

#### Broadstairs Town Shed

The Broadstairs Town Shed is aimed primarily at older men, a group traditionally under represented in community and social activities. Loneliness, isolation and depression are high risk factors for this group. Thanet is the most deprived district in Kent and Broadstairs has the highest number of over 65s in the county, so the project fulfils a particularly significant role within the county.

The Broadstairs Town Shed is a project aimed at promoting the health and well being of older people, through participation in woodworking and carpentry activities for the community. People can come and have a cuppa, help the community and support each other at the Shed. The project is aimed mainly at men but women can get involved too.

#### Harbour and Seafront Group

This group is focusing on improving our harbour and seafront. They have been working on giving the iconic zig-zag steps down from the promenade to Viking Bay a makeover.

#### The Station Crew

The station is the first view many of our visitors have of our town and our aim is to make it welcoming and to provide information about our town so that they get the most out of their visit.

## **BROADSTAIRS TOWN TEAM LIMITED**

### **REPORT OF THE TRUSTEES (continued) FOR THE PERIOD ENDED 31 MARCH 2016**

#### **Achievements**

We are very proud of the improvements our projects have made to our town:

##### Brush Up Broadstairs

There is a great community spirit among the volunteers who come along and join in our activities. Litter picks and other 'tidying up' activities are promoted on our Facebook page and anyone is encouraged to attend. The group carried out a number of beach cleans over the winter.

##### Gardening Group

The gardening group carried out a pre-winter tidy up of five garden areas in the town and activities started again in the Spring. As with Brush Up Broadstairs the activities are promoted on Facebook to encourage anyone to attend.

##### Broadstairs Town Shed

The Broadstairs Town Shed offers older people the opportunity to take part in regular woodworking sessions and offers a space for skills to be shared and learnt, friendships to be made and projects completed. We have employed a Shed Co-ordinator who manages the day to day running of the Shed.

In November we signed a lease to occupy a new much bigger premises in St Peter's as the project was so oversubscribed we were unable to support the number of people who wanted to join. The building is being refurbished by the Sheddors themselves with contractors being used where needed. A donation of £15,000 was received from the McAlpine Foundation to fund the building work but more grants are needed to repair the roof and install a disabled lift.

This in itself shows how successful the Shed has been. Comments from members have also shown that this project has given a purpose in life back to some lonely people. The project generates income by membership fees, donations, sale of products and Friends of The Shed subscriptions but needs grant income to continue.

##### Harbour and Seafront Group

This group focuses on the harbour and seafront of our town. The iconic zig-zag steps from the Promenade to Viking Bay have had a makeover. The project was paid for by donations and funding from the Coastal Communities Team and the Broadstairs and St Peters Mayor's Fund. The group has plans to work on a major refurbishment of the Old Lookout on the jetty at Viking Bay, as part of the Coastal Communities Team bid.

##### The Station Crew

The Station Crew are working in conjunction with Southeastern Trains and Network Rail to spruce up our station which is the first view of our town for many visitors. We have installed two new wayfinding signs, which also provides some history of Broadstairs. Since the year end we have installed new planters which have been made by the Broadstairs Town Shed project and sponsored by local businesses.

#### **Appointment of trustees**

The directors of the company are also charity trustees for the purposes of charity law. Trustees are subject to a rolling three yearly appointment and the chair is appointed by the trustees. New trustees are appointed at the AGM. All trustees give their time voluntarily and receive no benefits from the charity.

#### **Trustee Induction and Training**

New trustees are already familiar with the practical work of the charity having already become involved in existing projects. They are briefed on their legal obligations under charity and company law, the Charity Commission guidance on public benefit and the content of the Memorandum of Articles and Association.

## **BROADSTAIRS TOWN TEAM LIMITED**

### **REPORT OF THE TRUSTEES (continued) FOR THE PERIOD ENDED 31 MARCH 2016**

#### **Financial Review**

The financial results for 2016 show a surplus of £17 on unrestricted funds and a surplus of £35,752 on restricted funds. The overall surplus on total funds is £35,769.

The value of assets and funds transferred from the Broadstairs Town Team Community Group totalled £20,469, of which 14,889 related to tools and equipment and for Broadstairs Town Shed and bank balances of £5,580 of which £2,345 related to the Station Group.

Broadstairs Town Shed received donations of £26,166 which included £15,000 from The Robert McAlpine Foundation and £10,000 from Henry Smith. The Broadstairs Town Shed raises funds through membership fees, selling of products made the Shed, community work and the Friends of the Shed Scheme. The Shed is dependent upon donations in order to meet its running costs.

The organisation has kept a tight control over costs and continues to seek efficiencies in its operations

The year end cash holdings are £21,484 of which £21,468 is restricted.

#### **Investment and Reserves Policy**

The charity aims to keep reserves sufficient to cover three months running costs. Where funds are received in advance of being spent the trustees plan to invest the funds in an interest bearing account.

#### **Risk Assessment**

A risk register of key risks has been established for regular review by the board.

#### **Trustees Responsibilities in Relation to Financial Statements**

The trustees (who are also directors of Broadstairs Town Team Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

**BROADSTAIRS TOWN TEAM LIMITED**

**REPORT OF THE TRUSTEES (continued)  
FOR THE PERIOD ENDED 31 MARCH 2016**

This report has been prepared in accordance with the special provisions of Part XV of the Companies Act 2006 relating to small companies.

A handwritten signature in black ink, appearing to read 'Kerry Millett', with a stylized flourish at the end.

On behalf of the Trustees  
Kerry Millett  
Chair of the Board of Trustees

Date: 5 July 2016

**BROADSTAIRS TOWN TEAM LIMITED**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
FOR THE PERIOD ENDED 31 MARCH 2016**

I report on the accounts for the period ended 31 March 2016 as set out on pages 7 to 15.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

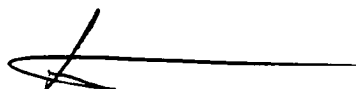
**Basis of independent examiner's report**

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

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr S Margetts  
18 Upper Dane Court Road  
Margate  
Kent  
CT9 2LX

Date: 3<sup>rd</sup> December 2016



**BROADSTAIRS TOWN TEAM LTD**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE PERIOD ENDING 31 MARCH 2016**

	<u>Notes</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds 2016</u>
		£	£	£
<b>INCOME</b>	<b>2</b>			
Transfer from Broadstairs Town Team Community Group		3,235	17,234	20,469
Donations		-	32,826	32,826
Income from charitable activities		-	2,032	2,032
<b>Total income</b>		<u>3,235</u>	<u>52,092</u>	<u>55,327</u>
<b>EXPENDITURE</b>	<b>3</b>			
Cost of generating funds		60	636	696
Charitable activities		261	18,601	18,862
<b>Total expenditure</b>		<u>321</u>	<u>19,237</u>	<u>19,558</u>
<b>NET OUTGOING RESOURCES FOR THE YEAR BEFORE TRANSFERS</b>		2,914	32,855	35,769
<b>TRANSFERS</b>				
Gross transfers between funds		(2,897)	2,897	-
<b>BALANCES CARRIED FORWARD</b>		<u>£17</u>	<u>£35,752</u>	<u>£35,769</u>

The notes form part of these financial statements

**BROADSTAIRS TOWN TEAM LTD**

**BALANCE SHEET  
AT 31 MARCH 2016**

	<u>Notes</u>	<u>2016</u>	
		£	£
<b>FIXED ASSETS</b>	7		14,885
<b>CURRENT ASSETS</b>			
Debtors		960	
Cash at bank and in hand		<u>21,485</u>	
		22,445	
<b>CREDITORS: Amounts falling due within one year</b>	9	<u>1,561</u>	
<b>NET CURRENT ASSETS / (LIABILITIES)</b>			20,884
<b>NET ASSETS</b>			<u><u>£35,769</u></u>
<b>REPRESENTED BY FUNDS</b>	12		
Unrestricted			17
Restricted			<u>35,752</u>
			<u><u>£35,769</u></u>

The company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) and with the provisions applicable to companies subject to the small companies' regime.

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The financial statements were approved by the Board of Trustees on 5 July 2016 and were signed on its behalf:



K Millett  
Chairman



K Cleverdon  
Treasurer

The notes form part of these financial statements

## **BROADSTAIRS TOWN TEAM LIMITED**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2016**

#### **1 ACCOUNTING POLICIES**

##### **Accounting Convention**

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 for Smaller Entities (effective January 2015), the Financial Reporting Standard for Smaller Entities (effective January 2015), and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

##### **Fixed Assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Improvements to leasehold property	- 10% straight line method
Equipment	- 20% straight line method
Computers	- 33% straight line method

##### **Debtors**

Debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

##### **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

##### **Income recognition**

Items of income are recognised and included in the accounts when the charity is entitled to the funds, there is sufficient certainty that receipt of income is probable and the amount can be measured reliably. Donated goods are recognised on the basis of the value of the donation to the charity which is the amount the charity would have been willing to pay on the open market.

##### **Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party and is accounted for on an accruals basis.

**BROADSTAIRS TOWN TEAM LTD**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 31 MARCH 2015**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>2 INCOME</b>			
<b>Transfer from Broadstairs Town Team Community Group</b>	3,235	17,234	20,469
<b>Donations</b>	-	32,826	32,826
<b>Income from charitable activities</b>			
Shed product sales and community work	-	1,517	1,517
<b>Total income</b>	<b>3,235</b>	<b>51,577</b>	<b>54,812</b>
<b>3 EXPENDITURE</b>			
<b>Cost of generating funds</b>			
Marketing and website	60	636	696
<b>Charitable activities</b>			
Staff costs	-	9,063	9,063
Materials and small tools	261	2,853	3,114
IT software and consumables	-	122	122
Insurance	-	134	134
Computer trainer	-	800	800
Telephone and internet	-	178	178
Training	-	265	265
Sundry expenses	-	39	39
Design and installation of sign	-	2,227	2,227
<b>Total expenditure on charitable activities</b>	<b>261</b>	<b>15,681</b>	<b>15,942</b>
<b>Total expenditure</b>	<b>321</b>	<b>16,317</b>	<b>16,638</b>

# BROADSTAIRS TOWN TEAM LTD

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE PERIOD ENDING 31 MARCH 2016

<b>4</b>	<b>WAGES AND SALARIES</b>	<b>2016</b> <b>£</b>
	Total staff costs were as follows:	
	Wages and salaries	8,486
	Social security costs	577
		<u>9,063</u>
	The average number of employees during the year	<u>1</u>

No employee received remuneration amounting to more than £60,000 during the year.

<b>5</b>	<b>NET OUTGOING RESOURCES</b>	<b>2016</b> <b>£</b>
	This is stated after charging:	
	Depreciation	<u>1,960</u>

### 6 TRUSTEES REMUNERATION

None of the trustees received any remuneration or expenses during the year. Trustees have been reimbursed for expenditure incurred on behalf of the charity.

### 7 FIXED ASSETS

	<b>Improvements to leasehold</b>	<b>Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>COST:</b>			
Transferred from Broadstairs Town Team Community Group	-	14,889	14,889
Additions	1,956	-	1,956
At 31 March 2016	<u>1,956</u>	<u>14,889</u>	<u>16,845</u>
<b>DEPRECIATION:</b>			
Charge for period	83	1,877	1,960
At 31 March 2016	<u>83</u>	<u>1,877</u>	<u>1,960</u>
<b>NET BOOK VALUE:</b>			
At 31 March 2016	<u>1,873</u>	<u>13,012</u>	<u>14,885</u>

	<b>2015</b> <b>£</b>
<b>8</b>	<b>DEBTORS : Amounts falling due within one year</b>
	Trade debtors
	<u>960</u>
	<u>960</u>

	<b>2015</b> <b>£</b>
<b>9</b>	<b>CREDITORS : Amounts falling due within one year</b>
	Accrued expenses
	<u>1,561</u>
	<u>1,561</u>

# BROADSTAIRS TOWN TEAM LTD

## NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE PERIOD ENDING 31 MARCH 2016

### 10 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Fund		Restricted Fund	Total
	General	Designated		
	£	£	£	£
Fixed assets	-	-	14,885	14,885
Debtors	-	-	960	960
Cash at bank and in hand	17	-	21,468	21,485
	17	-	37,313	37,330
Creditors due within one year	-	-	(1,561)	(1,561)
	17	-	35,752	35,769

### 11 MOVEMENT IN FUNDS

	Incoming Resources	Outgoing Resources	Transfers	Balance C/Fwd
	£	£	£	£
General	3,235	(189)	(3,029)	17
<b>Designated</b>				
Brush Up Broadstairs	-	-	-	-
Gardens Group	-	(132)	132	-
<b>Total Unrestricted</b>	<u>3,235</u>	<u>(321)</u>	<u>(2,897)</u>	<u>17</u>
<b>Restricted</b>				
Town Shed	45,087	(16,050)	3,015	32,052
Station Crew	2,345	(2,227)	(118)	-
Mosaics	250	-	-	250
Harbour and Seafront Group	3,450	(960)	-	2,490
Coastal Communities	960	-	-	960
<b>Total Restricted</b>	<u>52,092</u>	<u>(19,237)</u>	<u>2,897</u>	<u>35,752</u>
<b>Total Funds</b>	<u>55,327</u>	<u>(19,558)</u>	<u>-</u>	<u>35,769</u>

### 12 RESTRICTED FUNDS

<i>Town Shed</i>	This fund is used to run The Town Shed which provides a space for members to work together on woodworking and metalworking projects to learn, share and socialise together. It also funds the building refurbishment.
<i>Station Crew</i>	This fund is to be used to provide better wayfinding and first impressions of our town for visitors as the station is the first impression visitors have of Broadstairs.
<i>Mosaics</i>	The Turner and Dickens Mosaics are located in St Peters and are part of the Turner and Dickens Walk. This fund is for the upkeep of the mosaics.
<i>Harbour and Seafront Group</i>	This fund relates to monies raised to improve the harbour and seafront area of Broadstairs.
<i>Coastal Communities</i>	This fund is being used to restore the Old Look Out.

**BROADSTAIRS TOWN TEAM LTD**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE PERIOD ENDING 31 MARCH 2016**

**13 RELATED PARTIES AND TRANSACTIONS WITH TRUSTEES**

During the period the charity paid £48 for accounts software at market rate from Cleverdons Chartered Accountants, a company of which K Cleverdon is a director. Cleverdons Chartered Accountants have also provided payroll and administration services for which there was no charge.

None of the other Trustees have received any remuneration or expenses during the financial period ended 31 December 2015 or the previous year.