



Birmingham  
Community Matters

Annual Report & Accounts

4<sup>th</sup> August 2018 to 31<sup>st</sup> March 2019



Birmingham Community Matters  
@brummatters



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# **BIRMINGHAM COMMUNITY MATTERS**

## **Contents**

	PAGE
<b>ANNUAL REPORT OF TRUSTEES</b>	
1. Background, Mission Statement & Objectives	3 - 4
2. The People	4 - 5
3. Review of BCM's Activities & Services	5 - 6
4. Financial Review: 4 <sup>th</sup> August 2018 to 31 <sup>st</sup> March 2019	6
5. Priorities & New Developments from April 2019 to March 2020	7 - 8
6. Responsibilities of Trustees	8 - 9
7. Annual Accounts: 4 <sup>th</sup> August 2018 to 31 <sup>st</sup> March 2019	10 -11

# **BIRMINGHAM COMMUNITY MATTERS**

## **ANNUAL REPORT OF TRUSTEES**

### **1. Background, Mission Statement and Objectives**

The trustees are pleased to present their report and unaudited financial statements for the period 4<sup>th</sup> August 2018 to 31<sup>st</sup> March 2019. This was the date from which BCM's registration as a Charitable Incorporated Organisation (CIO) was approved by the Charity Commission, to the end of the financial year.

#### **1.1 Reference and Administrative Details**

Registered Charity Name: Birmingham Community Matters  
Registered Office: Stirchley Baths, Bournville Lane, Birmingham B30 2JT  
Charity Registration Number: 1179442

#### **1.2 Trustees**

The foundation trustees who served Birmingham Community Matters as a registered CIO from 3<sup>rd</sup> August 2018 were as follows:

Emma Woolf - Chairperson  
Chris Bonnard - Vice-Chairperson  
Dipali Chandra - Treasurer  
Sandra Cooper - Trustee  
John Fletcher - Trustee  
Chris Blythe - Trustee (resigned 10th September 2018)  
Nick Booth - Trustee (resigned 20th August 2018)

#### **1.3 Birmingham Community Matters**

In June 2016, and supported by Birmingham Partners, a workshop for small groups considered the need for peer-to-peer development support. As a result, Birmingham Community Matters (BCM) was established, a community based infra-structure organisation providing support for existing and newly developing small community voluntary groups and involved local active citizens.

Support is provided by volunteers (*'helpers'*) who are both individuals with personal experience and representatives of organisations with skills and experience able to provide knowledge and expertise. They provide support on a one-to-one basis to new and/or developing small voluntary and community groups (*'peers'*) situated in and operating for the benefit of the people of Birmingham and the immediate surrounding areas.

BCM's Board of trustees is responsible for the proper management of the organisation, setting priorities, ensuring BCM's financial sustainability, and its compliance with legal and regulatory responsibilities. This includes the employment of staff, or those contracted on a self-employed basis, together with the management of contracts with external funders.

# BIRMINGHAM COMMUNITY MATTERS

## 1.4 Mission statement

BCM's mission is to:

*'support the development and sustainability of small voluntary and community groups in Birmingham and the immediate surrounding areas, promoting the practice of community activity, contributing to the development of strong diverse communities and enhancing the quality of life of residents'.*

## 1.5 Objectives

BCM is established to promote the voluntary sector and promote the efficiency and effectiveness of other charitable organisations for the benefit of the public in the area of Birmingham and immediate surrounding areas by:

**1.5.1** Helping to build the capacity of small voluntary and community organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.

**1.5.2** Promoting, organising and facilitating co-operation and partnership working between small voluntary and community organisations, statutory and other relevant bodies in the achievement of the above purpose within the area of benefit.

## 2. The People

### 2.1 Governance

BCM is small voluntary organisation, registered as a Charitable Incorporated Organisation (Associated CIO) with the Charity Commission. The Board of trustees has responsibility for BCM's policies, its strategic direction and priority. It also has full financial and legal responsibilities for BCM, its staff, activities, services, contracts and assets. Set out at 1.2 the Board of trustees comprise a cross-section of people bringing knowledge, experience and skills necessary to provide good governance of BCM and its users.

### 2.2 Volunteers

BCM operates primarily through the engagement of volunteers providing governance, 'surgery' support and strategic advice.

**2.2.1 'Helpers'.** Support is provided by volunteers (*'helpers'*) who are individuals with personal experience or representatives of organisations with formal qualifications able to provide knowledge and expertise. They provide 'peer-to-peer' support to new and/or developing small community and voluntary groups (*'peers'*) situated in and operating for the benefit of the people of Birmingham and the immediate surrounding areas.

**2.2.2 External Partners.** BCM has worked with and is supported by Birmingham Partners, a city-wide group of public, private and third sector organisations and agencies, providing strategic leadership for Birmingham. Senior officers from Birmingham City Council,

## **BIRMINGHAM COMMUNITY MATTERS**

including Karen Cheney, have provided invaluable, but non-voting, support to trustees, offering a strategic and political context to the development of BCM.

### **2.3 Staffing**

In 2017, Ridhi Kalaria was appointed as a part-time, self-employed 'surgery' manager. Subsequently, Jo Burrill was welcomed to that post in order to plan, market and organise surgeries, collate necessary data from 'peers' and 'helpers' and provide administrative support to BCM. Jo left BCM in November 2018, with trustees taking on responsibilities in the short term and range of communication and marketing responsibilities outsourced to Marie Kreft. Our thanks to Ridhi, Jo, Marie and to trustees for jobs well done!

## **3. Review of BCM's Activities & Services**

### **3.1 Activities & Services**

BCM provides small community and voluntary groups with 'peer to peer', face-to-face support, enabling them to be more effective in their communities. In order to do this 'surgeries' (drop-in events) are held in familiar, informal venues across Birmingham where anyone with an idea to improve their community are welcome to visit. Workshops focused on topics such as funding, together with wider networking events are also arranged.

### **3.2 Key Achievements**

In the period covered by this report the following activities have taken place:

*Surgeries.* Four surgeries have operated in different venues across Birmingham.

*'Peers'.* Twenty-four 'peers' have attended surgeries, receiving face-to-face support to assist development of their community activity.

*Get Grants Workshops.* Three Get grants workshops supported by BCM took place with a total of fifty-one attendees.

*'Helpers'.* Fourteen 'helpers' have contributed to surgeries and volunteered over fifty-two hours of their time to deliver these and to support Get Grants Workshops.

*Website and Social Media.* BCM's website has been improved, with further development to take place as a result of BCM's successful Reaching Communities funding bid. Twitter and Facebook accounts are in place. Copywriting resources, including blog posts to support marketing arrangements have been put in place.

### **3.3. Governance and Management**

*BCM Constitution.* BCM's registration as a Charitable Incorporated Organisation was approved on the 3<sup>rd</sup> August 2018 by the Charity Commission.

*BCM trustees.* BCM's Board has been established with five trustees appointed, reflecting a wide range of relevant skills and experience. An Advisory Group drawn from external partners has also been established to support and advise trustees.

*Policies and Procedures.* During the period covered by this report a Trustee Recruitment Policy and a Staff Recruitment Policy were agreed. These add to the following previously

# **BIRMINGHAM COMMUNITY MATTERS**

agreed policies and procedures: Equality and Diversity Policy; Volunteering Policy; Data-Protection Policy; Financial Regulations; Financial Procedures; Volunteer Expenses.

*Evaluation.* Funded by the Barrow Cadbury Trust, the Third Sector Research Centre undertook an initial evaluation of BCM. The Report, published in August 2018, was the subject of a dissemination event which provided evidence and feedback to assist the future development of BCM.

*Skills Audit.* A Skills Audit of existing trustees was completed and accepted by trustees as a basis for the recruitment of additional trustees during 2019/20.

## **3.4 External Stakeholders and Partners**

*Birmingham Partners.* BCM worked collaboratively with Birmingham Partners, engaging community organisations to assess potential need for service.

*Birmingham City Council.* Senior officers from Birmingham City Council provided practical support and offered a strategic and political context to the development of BCM.

*Funders.* In addition to funding received prior to August 2018, BCM's bid for three-year funding totalling £217,118 was approved as was a grant of £5,000 towards core costs from the Midland Adult School Union.

## **4. Financial Review: 4<sup>th</sup> August 2018 to 31<sup>st</sup> March 2019**

### **4.1 Income**

Income for the period covered by this report totalled £5,650, of which £5,150 was restricted and £500 unrestricted. This reflects a grant of £5,000 received from the Midland Adult Union Trust, a donation of £150 and £500 carried forward as the balance of an evaluation grant from the Barrow Cadbury Trust.

### **4.2 Expenditure**

Expenditure in the same period totalled £19,058.84, a net deficit of £13,408.84. Funds carried forward from the previous period were £22,351.16 resulting in a balance of funds of £8,942.32 of which £7,429.69 was unrestricted and £1,512.63 restricted.

### **4.3 Volunteers**

'Helpers' contributed in approx. fifty-two hours to surgeries, with an approximate economic value of £1,196. BCM's Board of trustees are very grateful for the commitment and dedication shown by volunteers. Additionally, it is estimated that the trustees contributed in excess 380 hours with an economic value of £8,740.

### **4.4 Financial Accounts**

The Board of trustees appointed Sukhdeep Gill from Birmingham Settlement to independently examine BCM's final report of accounts for the period 4<sup>th</sup> August 2018 to 31<sup>st</sup> March 2019.

# BIRMINGHAM COMMUNITY MATTERS

## 5. Priorities & New Developments from April 2019 to March 2020

As at April 2019 the following priorities and new developments have been identified reflecting the three-year funding bid to Reaching Communities, approved in March 2019, totalling £217,118.

### 5.1 BCM Services and Activities

*Recruitment of Staff.* Following the successful three-year funding bid to Reaching Communities, recruitment of a Development Coordinator and a Development assistant, together with outsourcing of services where appropriate.

*Activities and services:* Informed by evidence of need, sustain and build existing and new activities and services.

*Partnership Hubs.* Identification and development of surgeries with existing and new partnership hubs and host organisations, reflecting Birmingham's geography and communities of interest.

*Surgeries.* Arrange and operate an average of two surgeries per month including piloting focused/themed surgeries.

*Peers.* Target an average of four people/micro community groups per surgery.

*Networking meetings.* Introduction of joint networking meetings with other partners.

*Helpers.* Recruitment, development and support for 'helpers' on a continuing basis.

*Professional development.* Identify and meet the training and support needs of trustees, members and 'helpers'.

*Website development.* Further development of BCM's website as an extensive marketing, knowledge and information tool.

*Measuring impact:* Introduction of Podnosh's Impact Assessment Tool to support ongoing evaluation of BCM's activities and services.

### 5.2 Management & Governance

*Values Statement.* Introduction of a BCM values statement, providing a framework within which trustees, 'helpers', members and host organisations should work.

*Strengthening governance.* Informed by a skills audit of trustees in 2018, recruitment of new trustees to fill gaps in knowledge, experience, skills, demography and geography.

*Policies & Procedures.* Development of Policies and Procedures, including a Risk Management Policy and Register, Disciplinary and Grievance Policies and Procedures, a Lone Worker Policy, a Social Media Policy and a Staff Recruitment Policy & Procedures.

*General Data Protection Regulation.* Monitor policies and procedures for compliance with GDPR.

*Funding Strategy.* Production of a funding strategy to support BCM's activities and services and to build its sustainability.

*BCM Evaluation.* Implementation of key actions arising from BCM's Evaluation by the Third Sector Research Centre including a 'taking stock' meeting of wider partners in April 2019.

## **BIRMINGHAM COMMUNITY MATTERS**

*Marketing.* Identify and establish a marketing expert group to advise and support BCM.

*Income Generation.* Attract funding to support the continued and enhanced operation of BCM; implementation of the Marketing Strategy; future website development; speed dating networking sessions across the city.

*Database Resources.* Development of resources designed to capture data and information in order to inform BCM's strategic management.

*Annual Report.* Production of BCM Annual Report and Accounts for the period 4<sup>th</sup> August 2018 to 31<sup>st</sup> March 2019.

*Business Plan.* Development of two-year Business Plan on a yearly rolling basis.

*Membership Scheme.* Development of a BCM membership scheme in 2019/20.

### **5.3 External stakeholders and Partners**

*Existing stakeholders.* Maintain good relationships, trust and reputation with existing stakeholders.

*Funders.* Maintain and extend strategic and operational links with funders.

*Stakeholders.* Plan and implement actions required to build relationships with appropriate future stakeholders.

*Stakeholder framework.* Production of an Inform/Engage/Consult/Partner framework in order to assess BCM's engagement with different types of stakeholders, e.g. patients, strategic organisations, funders, community and voluntary organisations, private sector, online community, politicians, national bodies, members.

*Corporate Social Responsibility.* Assess potential for benefiting from CSR to meet gaps in BCM services and governance.

## **6. Responsibilities of Trustees**

Trustees are responsible for preparing BCM's Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards. The duty to file accounts and the trustees' annual report with the commission applies to all CIOs, irrespective of income.

Trustees are required to prepare financial statements for each financial year in order to give a true and fair view of the state of affairs of BCM as a Charitable Incorporated Organisation (CIO) and of the incoming resources and application of resources, including the income and expenditure of the charity for that period.

In preparing these statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles set out in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;

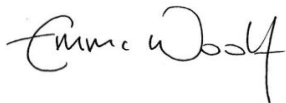


## **BIRMINGHAM COMMUNITY MATTERS**

- 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 CIO will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the CIO and enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This Annual Report, covering the period 4<sup>th</sup> August 2018 to 31<sup>st</sup> March 2019, was approved by trustees of Birmingham Community Matters at their Board meeting, held on Monday 29<sup>th</sup> July 2019.



Emma Woolf, Chair of Trustees

# BIRMINGHAM COMMUNITY MATTERS

## 7. Annual Accounts

INCOME AND EXPENDITURE	Unrestricted	Restricted				Totals £
		HOECF				
4 August 2018 - 31st March 2019	General	Barrow Cadbury	Comic Relief	Awards for all	LIF Bournville	
<b>INCOME</b>						
Donations	150.00					150.00
Barrow Cadbury Trust Evaluation (bfd)		500.00				500.00
Midland Adult Union Trust	5,000.00					5,000.00
						0.00
<b>Total Income</b>	<b>5,150.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,650.00</b>
<b>EXPENDITURE</b>						
Surgery Manager		525.00	2,475.00	1,425.00	1,875.00	6,300.00
Surgery Support						0.00
Community Development						0.00
Sub-contractors/consultants						0.00
Room Hire/rent		75.00		50.00	177.75	302.75
Phone						0.00
Surgery Venues Refreshments		120.00		42.50		162.50
Marketing	17.99	23.00	34.00	78.38	94.76	248.13
Marketing - photography			400.00			400.00
Marketing - website development		83.59	400.00			483.59
Office supplies				9.79		9.79
Transport/Travel Expenses (staff)				4.80	0.80	5.60
Volunteer travel expenses						0.00
Get Grants					984.00	984.00
Consumables - pens, paper, printer ink etc.						0.00
Grant repaid	5,000.00					5,000.00
Evaluation		4,000.00				4,000.00
Insurance	312.48					312.48
Accountancy fees			850.00			850.00
						0.00
<b>Total Expenses</b>	<b>5,330.47</b>	<b>4,826.59</b>	<b>4,159.00</b>	<b>1,610.47</b>	<b>3,132.31</b>	<b>19,058.84</b>
<b>Net surplus/ deficit</b>	<b>-180.47</b>	<b>-4,326.59</b>	<b>-4,159.00</b>	<b>-1,610.47</b>	<b>-3,132.31</b>	<b>13,408.84</b>

# BIRMINGHAM COMMUNITY MATTERS

Funds balance b/f	12,610.16	4,500.00	5,000.00	793.00	-552.00	22,351.16
Transfers between funds (see note below)	-5,000.00				5,000.00	0.00
<b>Funds balance c/f</b>	<b><u>7,429.69</u></b>	<b><u>173.41</u></b>	<b><u>841.00</u></b>	<b><u>-817.47</u></b>	<b><u>1,315.69</u></b>	<b><u>8,942.32</u></b>
	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>				
	<b>7,429.69</b>	<b>1,512.63</b>				

## Transfers between funds

£5,000 received on 31 July 2018 was incorrectly allocated to the General Fund in the last period.  
This amount has now been transferred correctly to the LIF Bournville fund

## Statement of Assets and Liabilities at the 31<sup>st</sup> March 2019

	£	£	£
Cash at Bank	7429.69	1512.63	8942.32
Liabilities (accruals)	202.5		202.5

Approved by Trustees on 29th July 2019 Signed on their behalf by Emma Woolf  
MBE



Independently Examined  
by...Sukhdeep Gill...  
Date: ...26.07.19.....

