



Birmingham  
Community Matters

## Annual Report & Accounts

1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020

Charity number 1179442



Birmingham Community Matters



@brummatters

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# **BIRMINGHAM COMMUNITY MATTERS**

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# **BIRMINGHAM COMMUNITY MATTERS**

## **ANNUAL REPORT OF TRUSTEES**

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

The trustees are pleased to present their report and financial statements for the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

#### **1.1 Background**

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.

#### **1.2 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'.*

#### **1.3 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:

**1.3.1** 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.

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**1.3.2** 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, 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. In Autumn 2019 and following a successful three-year funding bid from Reaching Communities, Jo was appointed as BCM's Development Coordinator with [REDACTED] appointed as Development Assistant. A set of communication and marketing responsibilities was outsourced to Marie Kreft. Our thanks to Ridhi, Jo, [REDACTED], Marie for jobs well done!

Name redacted at employee's request.

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## 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: 1st April 2017 to 2020

*Surgeries.* BCM has operated sixty-one surgeries in thirty-eight venues across Birmingham. *'Peers'.* One hundred and eighty-eight 'peers' have attended surgeries, receiving face-to-face support to assist development of their community activity.

*'Helpers'.* Fifty-eight 'helpers' have contributed to surgeries operating across the city, volunteering five hundred and twenty-nine hours of their time to do so.

### 3.2 Key Achievements: 1st April 2019 to 2020

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

*Surgeries.* BCM has operated seventeen surgeries in eleven venues across Birmingham.

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

*'Helpers'.* Ten 'helpers' have contributed to surgeries operating across the city, volunteering fifty-two hours of their time to do so.

*Get Grants Workshops.* Three Introduction to Fundraising workshops delivered by Get Grants took place with a total of thirty-seven attendees.

*Website and Social Media.* The website has been reviewed and updated. Twitter and Facebook accounts are in place. Copywriting resources, including blog posts to support marketing arrangements, support the promotion of BCM's services.

### 3.3. Governance and Management

*Legal status.* Registration with the Charity Commission as a Charitable Incorporated Organisation (Association CIO).

*BCM trustees.* Five trustees appointed, reflecting a wide range of relevant skills and experience

*Theory of Change.* BCM's Theory of Change, set out in a separate document, identifies what we aim to achieve, how we intend to get there and how we will know when it has been successful.

*Governance Principles & Roles.* Governance Principles, a Code of Conduct and an Annual Register and Declaration of interests for trustees are in place, together with documents setting out the roles of Trustees, the Board, the Chairperson, Vice-Chairperson, Honorary Treasurer and Honorary Secretary.

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*Strategies, Policies and Procedures.* The following key strategies, policies and procedures have been established: Marketing Strategy, Funding Strategy, Equality and Diversity Policy; Volunteering Policy; Volunteer Expenses; Financial Regulations; Financial Procedures; Trustee Recruitment Policy; Staff Recruitment Policy; Disciplinary Policy & Procedures, Grievance Procedures, Lone Worker Policy, Data-Protection Policy, Reserves Policy, Online & Social Media Policy, Risk Management Policy and Risk Register.

*Skills Audit.* Skills audit of trustees completed, identifying strengths and gaps in knowledge, experience and skills

*Independent Examiner.* An Independent Examiner was appointed at the AGM to meet the requirements set out by the Charity Commission, funders and to ensure good practice.

*Surgery Manager.* Appointment of staff and other outsourcing arrangements as set out in 2.3 above.

*Marketing.* A Marketing Strategy and an Action Plan is in place. In addition to the use of website and social media, other publicity material has been produced including flyers, monthly e-bulletins, blogs and mobile banners.

*Evaluation.* Funded by the Barrow Cadbury Trust, the Third Sector Research Centre was contracted to conduct an evaluation of BCM. A final report informed a September 2018 workshop, feedback from which fed into a successful Reaching Communities funding bid.

*Business Plan.* Business Plans have been produced to guide, reflect and support the objectives and priorities of BCM.

### **3.4 External Stakeholders and Partners**

*Birmingham City Council:* Senior officers from Birmingham City Council have provided practical support and offering a strategic and political context to the development of BCM and we have been pleased to work with a range of other community hubs, with other statutory partners and with BVSC.

*Funders.* During the year BCM records its thanks for:

- three-year funding from Reaching Communities totalling £217,118, allowing development and continuity of services from Autumn 2019.
- a grant of £10,000 from Selly Oak Neighbourhood Network Scheme to support capacity building for new and developing small community groups and to assist their sustainability.

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## **4. Financial Review: 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**

### **4.1 Income**

Income for the period covered by this report totalled £46,649, all of which was restricted and includes £36,649 from Reaching Communities and £10,000 from Selly Oak Neighbourhood Network Scheme.

### **4.2 Expenditure**

Expenditure in the same period totalled £29,327. Funds carried forward from the previous period were £8,942 resulting in a balance of funds of £26,264 of which £5,355 was unrestricted and £20,909 restricted.

### **4.3 Volunteers**

Since April 2017 'helpers' have contributed approx. 529 hours to surgeries, with an approximate economic value of £10,439. 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 of 1,100 hours with an economic value of £21,702.

### **4.4 Reserves Policy**

The reserves policy is to hold a minimum of four weeks operating costs, which is £4,395 based on our budget for 2020/2021. The Board have an aspiration to achieve reserves of twelve weeks operating costs. Our accounts for 2019/20 show free reserves held of £5,355 which is only slightly in excess of the minimum reserves target of £4,395.

## **5. Priorities & New Developments from April 2020 to March 2022**

As at April 2020 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. However, in the light of COVID-19 substantial modifications to original targets have been made, reflecting a move online of BCM's services.

### **5.1 BCM Services and Activities**

*Activities and services:* Informed by evidence of need, sustaining and building existing and new activities and services.

*Host Organisations.* Develop arrangements for organisations and partnerships hubs to host surgeries, reflecting Birmingham's geography and communities of interest.

*Surgeries.* In the light of COVID-19 arrange and operate up online surgeries for small groups across Birmingham. Subject to social distancing and other arrangements, re-introduce face-to-face surgeries in 2021/22 whilst retaining the facility to provide online surgeries where required.

*Workshops and network events.* A number of themed webinars will be introduced in 2020/21 with the potential for small groups workshops explored for introduction in 2021/22.

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*Peers.* With the onset of COVID-19 no specific targets have been set for numbers of peers to be supported and the position will be reviewed on a rolling basis.

*Helpers.* Recruitment, development and support for 'helpers' on a continuing basis, contributing up several hundred hours of volunteer time in throughout the period covered by this Business Plan.

*Social Media & Information Services.* For 2020/21 BCM has moved online and enhanced our social media, website and information services, providing regular e-newsletters and promoting activities of small groups across Birmingham.

*Website development.* Further enhance the website in 2020/21 as an extensive marketing, knowledge and information tool.

### **5.2 Management & Governance**

*Governance.* Recruitment of additional trustees to meet gaps and build capacity of the Board.

*Professional development.* Meeting the identified training and support needs of committee members and 'helpers'.

*Helpers.* Recruiting additional 'helpers' across Birmingham to reflect geography and demography.

*Host organisations.* Continue to build an engaged network of host organisations across Birmingham to support BCM's surgeries and other workshops.

*Marketing.* Monitoring and reviewing BCM's Marketing Strategy and Marketing Plan to ensure effective marketing of its services.

*BCM Evaluation.* Implementation of BCM's 'principles based' Evaluation Framework. Use of the Podnosh impact assessment tool to assist 'hands-on' evaluation of BCM's surgeries and other activities.

*Network mapping.* Use of data to support identification and extension of local community networks.

*Charity Governance Code.* Consideration and adoption of national Charity Governance Code in 2020/21.

*Membership Scheme.* Development and implementation of a BCM membership scheme in 2021/22 to further engage users and other stakeholders

*Strategies, Policies & Procedures.* Review of existing strategies, policies and procedures to reflect changing legislation and regulations. Further development of strategies, policies and procedures as appropriate, including Absence Policy, Leave Policy & Procedures, Shared Parental Leave Policy & Procedures, Special Leave Policy & Procedures, Anti-harassment & Bullying Policy, Whistleblowing Policy, Electronic Communications Policy, Compliments & Complaints Policy, Redundancy Policy.

*Income Generation.* Attract funding to support the continued and enhanced operation of BCM, implementation of the Marketing Strategy and Reserves Policy, together with actions set out at Section 6 of this Business Plan.

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

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

*Annual Report.* Production of BCM Annual Report for the years 2019/20 and 2021/22.

### **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 the action required to build relationships with appropriate future stakeholders.

*Stakeholder framework.* Consider identification 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 Initiatives and skill sets to meet gaps in BCM services.

## **6. Reference and Administrative Details**

**6.1 Registered Charity Name:** Birmingham Community Matters

**6.2 Registered Office:** Stirchley Baths, Bournville Lane, Birmingham B30 2JT

**6.3 Charity Registration Number:** 1179442

**6.4 Bankers:** TSB Bank pla. Henry Duncan House, Edinburgh, EH2 4LH

**6.5 Independent Examiner:** Karen Hanlan ACA, Hollyoaks, Lea Marston, B76 0BW

### **6.6 Trustees**

The trustees who served Birmingham Community Matters as a registered CIO were as follows:

Emma Woolf	- Chairperson
Chris Bonnard	- Vice-Chairperson
Dipali Chandra	- Treasurer
Sandra Cooper	- Trustee
John Fletcher	- Trustee (resigned 31 <sup>st</sup> January 2020)
Helga Edstrom	- Trustee (appointed 1 November 2019)
Emma MacPherson	- Trustee (appointed 7 May 2020)

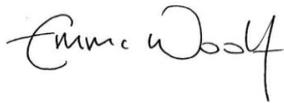
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## 7. Responsibilities of Trustees

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

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 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020, was approved by trustees of Birmingham Community Matters at their Board meeting, held on Friday 25<sup>th</sup> September 2020.



Emma Woolf, Chair of Trustees

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## **8. Report of the Independent Examiner**

### **Independent Examiner's Report to the Trustees of Birmingham Community Matters on the receipts and payments accounts for the year ended 31 March 2020.**

I report to the trustees on my examination of the accounts of Birmingham Community Matters ('the Charity') for the year ended 31 March 2020 which are set out on pages 12 to 13.

#### **Responsibilities and basis of report**

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

I report in respect of my examination of the Charity'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 2011 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. The accounts do not accord with those records.

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.

Karen Hanlan, ACA, ACIE  
Karen Hanlan Independent Examiner Ltd  
Hollyoaks  
Lea Marston, B76 0BW

Date: o/s

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## 9. Receipts and Payments Accounts for the year ended 31<sup>st</sup> March 2020

	Un- restricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>Receipts</b>				
Grants	-	46,649	46,649	5,500
Donations	-	-	-	150
<b>Total receipts</b>	<b>-</b>	<b>46,649</b>	<b>46,649</b>	<b>5,650</b>
<b>Payments</b>				
Salaries & staff costs	2,600	18,373	20,973	6,300
Staff recruitment	-	49	49	-
Staff travel & subsistence	-	347	347	-
Staff training & development	-	140	140	-
Grant repaid	-	-	-	5,000
Consultancy/partner costs	450	3,420	3,870	984
Professional fees	-	1,175	1,175	4,000
Venue hire	-	150	150	303
Marketing	28	172	200	1,132
Office costs	-	172	172	178
Insurance	-	312	312	312
Equipment	-	1,403	1,403	-
Accountancy fees	-	-	-	850
<b>Total payments</b>	<b>3,078</b>	<b>25,713</b>	<b>28,791</b>	<b>19,059</b>
<b>Net receipts over payments</b>	<b>(3,078)</b>	<b>20,936</b>	<b>17,858</b>	<b>(13,409)</b>
<b>Cash funds last year end</b>	<b>6,612</b>	<b>2,330</b>	<b>8,942</b>	<b>22,351</b>
<b>Transfers</b>	<b>1,821</b>	<b>(1,821)</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>5,355</b>	<b>21,445</b>	<b>26,800</b>	<b>8,942</b>

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## 10. Statement of assets and liabilities at the end of the year

10.1 Cash Funds	Un- restricted funds	Restricted funds	Total funds 31/3/20	Total funds 31/3/19	
	£	£	£	£	
Bank balances	5,355	21,445	26,800	8,942	
<hr/>					
10.2 Restricted fund balances	Fund balance at 1/4/2019	Receipts	Payments	Transfers	Fund balance at 31/3/20
	£	£	£	£	£
National Lottery Reaching Communities	-	36,649	(24,811)	-	11,838
Heart of England Comic Relief	841	-	(509)	(332)	-
LIF Bournville	1,316	-	-	(1,316)	-
Barrow Cadbury	173	-	-	(173)	-
Selly Oak Neighbourhood Network Scheme	-	10,000	(393)	-	9,607
<b>Total</b>	<b>2,330</b>	<b>46,649</b>	<b>(25,713)</b>	<b>(1,821)</b>	<b>21,445</b>

Transfers relate to funds transferred to un-restricted funds with the agreement of the funder concerned following an agreed underspend.

Signed on behalf of the Board of Trustees

Signature:	Print name	Date
	Emma Woolf Chair, Birmingham Community Matters	25 <sup>th</sup> September 2020