

**MOSELEY & KINGS HEATH SHED
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017
Charity Registration No. 1161505**

MOSELEY & KINGS HEATH SHED

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MOSELEY& KINGS HEATH SHED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Peter Travis: Chairperson/Secretary Carol Belcher: Treasurer Paul Tyrrell Larry Potter Brian Holmes Sandra McInally Rob Treadwell Saeed Ghinai Nigel Gleaves Les Stokes
Charity number	1161505
Principal address	Moseley and Kings Heath Park Vicarage Road, Kings Heath, Birmingham
Auditors	Derek Barnes, 26 Grosvenor Road, Solihull, B91 3PY
Bankers	TSB Business Banking Centre Excel House PO Box 1000 BX4 7SB

MOSELEY & KINGS HEATH SHED

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2017

The trustees present their report and accounts for the year ended 31 March 2017.

The accounts have been prepared in accordance with the charity's Constitution and Financial Policies, applicable law and the requirements of the Charities (Accounts and Reports) Regulations 2008

Objects of the charity

The charity was registered on 30th April 2015, (No. 1161505) and is affiliated to the UK Men's Shed Association. The registered office and principal address is Moseley and Kings Heath Park, Vicarage Road, Kings Heath, Birmingham, B14 7QT

The charity's aims are:

- The advancement of health.
- The provision of recreational facilities, or the organisation of recreational activities, with the primary object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended and who live in south Birmingham and nearby areas.
- The advancement of education through the development of individual capabilities, skills and understanding through informal education and learning opportunities.
- The advancement of citizenship, volunteering, the encouragement of voluntary activity and increasing the involvement of individuals in community activity and the promotion of civic responsibility.
- Any other purpose that may reasonably be regarded as compatible with any of the preceding purposes.

Moseley & Kings Heath Shed will meet these aims by providing a space that is warm, welcoming and friendly where (mainly older) people can gather to chat, have a hot drink and perhaps a light snack, share experience, skills and stories so that they can learn from each other, solve problems and gain

perspective on their lives. They will also be able to take part in the activities that the 'Shed' has to offer, facilitating the acquisition of skills and benefiting participants through informal education. It is likely that there will be visiting speakers on topics of interest to members, which will probably include issues related to living healthily, managing finances, benefits and similar matters.

Moseley & Kings Heath Shed recognises the need to secure relevant financial and human resources if it is to meet its core aims.

The Charity is governed by its Constitution, which set out the role and method of election of members of the management Committee. The Management Committee meets at least quarterly and is responsible for the governance of the Charity, the actions of any paid employees and for all policy, organisation and financial matters.

Review of activities

Trustee Board

The trustees, who served during the year, were:

Peter Travis
Carol Belcher
Paul Tyrrell
Larry Potter
Richard Penhaligon (now retired)
Brian Holmes
Sandra McInally
Rob Treadwell
Les Stokes

There were several changes to the board over this financial period and attention was given to strengthening the trustee board with the aim of developing individual roles and responsibilities. We were sad to see the retirement of the Chair, Dave Rogers and two other trustees who were instrumental in getting the Shed set up, Martin Mullaney and Stuart Twigg. However, the Board was joined by 5 new trustees over the course of this financial year, Carol Belcher, Richard Penhaligon, Brian Holmes, Sandra McInally, Les Stokes. Carol became our new Treasurer, replacing Stuart Twigg. Sandra took on the responsibility of 'Membership', Brian became our 'Sales and Events Coordinator' and Les took on the role of 'Bid Writer'. Richard, who has since withdrawn from the role of trustee, was instrumental

in getting the glassworks sessions up and running and continues to take an active role in these sessions. Finally Paul Tyrrell was invited and agreed to take on the role of 'Community Engagement'.

None of the trustees has any beneficial interest in the charity or received any payments. All trustees have either made financial contributions or contributed in kind, in addition to giving their time to the project.

Workshop Facilities

During the year work continued on improving the workshop facilities, much of which was undertaken on Mondays, which Trustees designated as 'Shed Improvement Days. Activities were supported by volunteers and included:

- beginning the process of relocating fixed power tools to a designated area.
- rearranging benches in the main workshop to facilitate soft-skill sessions.
- having electrical work carried out to enable the relocation of fixed power tools in the designated area.
- carrying out tests on the ceiling tiles for asbestos. There was no asbestos present, and tiles were removed in the main workshop area to allow for future re-wiring to take place.
- the fitting of a new air filtration extraction system in the main workshop area.
- removing and repairing windows in poor condition, carried out by volunteers using recycled materials where possible.

Workshop Sessions

Open Sessions, during which time members are free to enjoy woodworking and metalworking activities, continued to take place on a Wednesday and Thursday afternoon. Due to the popularity of these open days and also to increase membership figures, The Shed decided to add a further open session on Friday afternoon. The Shed continued to offer jewellery classes ('Mainly Metal') on Friday morning and also introduced glassworks on a Thursday morning. The weekly timetable was as follows:

Monday	Closed Shed Improvement Day	
Tuesday	Closed (Shed facilities used by another Charity Tools for Africa)	
Wednesday	Open Session	1.00 - 4.00pm
Thursday	Glassworks	10.00 - 12.30
	Open Session	1.00 - 4.00
Friday	Mainly Metal (Jewellery)	10.00 - 12.30
	Open Session	1.00 - 4.00

Wednesday morning was set aside to accommodate larger groups of visitors who wish to have a look around the Shed.

Volunteers

The Shed would not be able to operate without the support of our volunteers and many of our members came forward to offer their time and expertise. This included participation on our Monday 'Shed Improvement' days, working as supervisors during workshop sessions, producing and repairing items for the local community and helping out on external events (see Community Engagement). The Shed is particularly dependent on supervisors and needs to continue to recruit members and identify individuals who can take on this role, which will enable the Shed to open to its full capacity. The Shed aims to have someone trained in First Aid at all sessions and to this end training was offered to new supervisors this year, with 7 people attending training on the 7th June 2016.

Membership

At the end of the financial year 56 members had been recruited. The membership was made up of:

Men:	39
Women:	17
Under 50yrs	6
50 - 65yrs	31
65 - 80yrs	17
Over 80	2

The Shed is keen to welcome further members to the Shed but is restricted by the limitations imposed on us by the premises. In order to make the Shed as accessible as possible, to appeal to a wide range of interests and to be

able to do this within the limitations of the workshop, trustees offered further open sessions and different activities during certain 'closed sessions', specifically glassworks.

The Shed is very keen to develop our ability to offer pastoral support to members and an outline of actions was agreed at a Strategy event in February. (see 'Future Strategy' below).

Social activities this year included tea and cakes on 9th December at the Cartlands Tea Rooms. On Wednesday 21st December our friends in Kings Heath Park also organised a Christmas Soiree to support the Shed.

Community Engagement

A key priority was to raise the profile of the Shed in the local community. To this end, trustees and volunteers organised or attended the following events:

- Sarehole Mill Fair 11th April
- Acocks Green Carnival 2nd July
- Surplus tool sales in 14th May and 10th October
- Middle Earth Weekend 3rd-4th September
- Kings Heath Street Festival 11th September
- Kings Heath Christmas Fair 27th November
- Kings Heath Arts and Crafts Market 12th December

We also hosted several groups of visitors to the shed, some with an interest in setting up a shed of their own, other local groups who were keen to find out more about The Shed. We were pleased to host visitors from the Big Lottery, one of our original funders, and were very impressed with what they witnessed at one of our open sessions. Representatives from the Shed attended the inaugural UK Mens Shed Association conference on the 19th October and representatives of the Association visited the shed during one of our open sessions.

The Shed was approached by several organisations to assist them in either the repair or production of items, all of which resulted in donations from the organisations concerned. Examples included:

- producing orienteering poles and a noticeboard for Westley Vale Millennium Green Trust
- noticeboards for Snitterfield Village and The Accord Group
- making a joint bid with the Moseley in Bloom team to participate in the creation of planters
- repairing vandalised benches for the City Council Parks Department
- working closely with the Park Rangers to produce hedgehog boxes for a project at Brandwoodend Cemetery.

Some strong partnerships emerged over this year with local businesses and organisations, who supported the Shed in a variety of ways. Thanks to:

- Moseley Round Table for supporting us in purchasing a new bandsaw.
- Stan Hems from Johnstan's Butchers, who continued to support us through regular donations.
- Davies Timber for their generous supply of surplus timber.
- The support we received from Cartland Tea Rooms for work we have carried out for them.
- Kings Heath Business Association for their donations and regular interest in the Shed.
- The rangers, gardeners and managers in Kings Heath Park who have offered us support throughout the year.
- 'Jacko' from Choice Electrical for his support and expertise in getting the process of re-writing started.
- Tools for Africa for their support throughout the year.

The Shed made extensive use of Twitter and Facebook to showcase the work of members and volunteers as well as promoting events. The Shed featured on Big Centre TV on the 14th July which included filmed interviews with trustees and members on location in The Shed. We also appeared on Radio West Midlands. Finally, The Shed took part in a Skype interview with a journalist from Frankfurt, the outcome of which was an article published in a magazine aimed at older people in Germany.

Future Strategy

The Chair attended a 'Good Governance' Training Day on 1st February organised by The FSI. The advice and guidance provided enabled the Shed to hold a Strategy Planning Day on 3rd March.

Trustees agreed that our aim of helping to tackle loneliness and isolation amongst elderly people should be broadened to include welcoming younger people who may be suffering from the effects of long-term unemployment. This would also help us in furthering a secondary aim of the passing on of practical skills to the younger generation. It was also agreed that we should no longer refer to ourselves as focussing 'mainly on men' and drop any gender bias.

We aim to offer exceptional pastoral care to our members and show through our actions that The Shed has their wellbeing at the heart in everything we do. In order to further develop our ability to offer pastoral support, the following actions were identified:

- A volunteer with responsibility for pastoral care would contact members who have been absent for a period of time to see if they are OK.
- We will formally ask for feedback from members. This will be in the form of paper-based and online surveys.
- We will publish regular newsletters keeping members up to speed with latest news, members' stories, health and safety updates, 'in our thoughts' messages. The first of these was published in March 2016.
- We will run regular social activities for members.

It was agreed that we need to attract more supervisors and offer exceptional support to those we recruit. The following actions were identified:

- We put out requests to members for supervisory help and volunteers to help on shed improvement days and external events.
- We will issue all new supervisors with a clear outline of their role (See 'Manual' below), including health and safety requirements, identifying and reporting potential risks etc.
 - c) Supervisors will be provided with training to ensure they carry out their role safely and effectively. First Aid (refresher) courses/support and a full-day 'train the trainer' session will be organised.
- We will encourage a 'team' approach by beginning the Monday 'Shed Improvement' session with a meeting to discuss the day's activities, with risk assessment on the agenda.

There is a desire amongst trustees to widen the offer of activities available to members. The following actions were identified:

- Glassworks sessions will continue and in order to keep costs down, members will be encouraged to buy materials such as glass and solder from us at cost price.
- Team-work activities will be encouraged whenever possible, especially in relation to any projects we may undertake with external organisations.

Trustees appreciate the threat of eviction will always be present without a long-term agreement in place to secure the property. There is also a realisation that the space we have is limited and limiting in terms of what we are able to offer. It was agreed that obtaining larger premises is something we should keep in mind. However, it was decided we should consolidate our position first in terms of policies and procedures before attempting to expand. There was also general agreement that further steps can be taken to make the running of the workshop as effective and safe as possible. The following actions were identified:

- We would investigate the pros and cons of applying for a community asset transfer or whether a looser 'lease-style' agreement is something we could aim for.
- A sub group looking at Health and Safety would be formed. Initially they will work at updating the Operations Manual for distribution to supervisors when completed and review 'risk assessment' policies and procedures.
- On the first Monday of every month volunteers will run a 'Clear up' day. This will focus on identifying storage issues, discarding any unwanted items and reviewing any health and safety risks.
- Extraction systems will be installed. The first of these was installed at the end of March in the main workshop area with a further one planned.
- A qualified electrician will be hired to carry out a full re-wire of the premises.

Review of financial position

The net incoming resources for the year amounted to £7,959.83. At the year end there was a balance of £9063.10. Of this, £3554.60 was restricted funds carried over from the previous financial year and £5508.41 was unrestricted funds. (See accompanying Financial Statement for details)

The Shed is particularly grateful to individuals, businesses and organisations who supported the Shed during this financial year with donations.

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be aimed at a level equivalent to six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Risk factors

Risks to which the Charity may potentially be exposed are examined by management as part of the normal activity planning and the annual budget process and are included within the budget, which is reported to the members of the Management Committee. Management continues to seek diverse funding streams to ensure that reliance on only one source of income does not occur. It is important to maintain membership and of attendance levels, which should cover the main fixed costs. However, some sale of goods and other income generation possibly through grants and donations seems required to further develop the project.

Internal risks are minimised by the existence of clear procedures for the authorisation of all transactions.

Auditor

Derek Barnes

On behalf of the board of trustees

P Travis, Trustee

Dated: 19th September 2017

MOSELEY & KINGS HEATH SHED

NOTES TO ACCOUNTS

This is the first year that the shed has been open for a full 12 month period. The main source of Income this year is from members annual subscription £1013 and attendance fees of £1837. Various fund raising events have taken place during the year raising £1602. The shed has also been asked to undertake the manufacture of goods and this raised £1535. Donations received this year were £1796. Last year we received three very generous grants to assist with the setting up of the shed and did not anticipate receiving this level of funding again this year.

In respect of expenditure our standing costs ie rent, insurance and general running expenses were in line with forecast. The trustees have agreed the purchase of several capital items including mitre saw, hot water system, vacuum cleaner craftwork tools and electrical fixtures and fittings. Total cost £2521. In addition a lot of work has been undertaken to improve the fabric of the building. The cost of £1514 is in respect of materials with all the work being undertaken by volunteers.

Bearing in mind the progress made this year in respect of the purchase of equipment and the work on the building it is therefore pleasing to report that we have achieved a net surplus over the year of £627.

At the end of the year we held £9083 in the bank broken down as follows

- Lottery funding used in full
- GC Gibson grant £2739 remaining with permission to use these monies for ventilation equipment and toward the construction of the timber store.
- Lane grant £815, which we continue to use this toward our rent

We have unrestricted funds of £5508.

Looking forward the trustees expect to make a loss for the year 2017/2018. A lot of work is planned and the construction of the wood store has become a priority. In addition, a high level of investment in tools and machinery has continued.

The exact amount of the loss can't be forecast as it will be dependent on costs for the work scheduled and the level of donations received.

At present members pay an annual subscription of £24 and £2 per session attended. The trustees are not proposing that this arrangement is changed with the exception of the glass class where members contribute to reflect the cost of materials (glass & solder) used.

The trustees are aware that some members may not be able to pay these fees and a discretionary funds been set up by the trustees for this purpose

MOSELEY& KINGS HEATH SHED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity 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 charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.