

**MOSELEY & KINGS HEATH SHED
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018
Charity Registration No. 1161505**

MOSELEY & KINGS HEATH SHED

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MOSELEY & KINGS HEATH SHED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Martin Mullaney: Chairperson/Secretary Carol Belcher: Treasurer Sandra McInally Rob Treadwell Saeed Ghinai Les Stokes Stephanie Williams Michael Belcher Paul Brown
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 2018

The trustees present their report and accounts for the year ended 31 March 2018.

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 up to 31st March 2018, were:

- Peter Travis (now resigned)
- Carol Belcher (will be retiring at the AGM on 15th November 2018)
- Paul Tyrrell (now resigned)
- Larry Potter (now resigned)
- Brian Holmes (now dismissed by the membership)
- Sandra McNally (will be retiring at the AGM on 15th November 2018)
- Rob Treadwell (will be retiring at the AGM on 15th November 2018)
- Les Stokes
- Saeed Ghinai
- Nigel Gleaves (now resigned)

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, this included the following

joining the Board

- Martin Mullaney
- Stephanie Williams
- Michael Belcher
- Paul Brown

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:

- Shed re-wired
- Ceiling insulated and new ceiling panels installed
- Notice boards for Accord, Snitterfield Church and Millenium Green
- Restroom given a revamp
- Installed a kiln
- Work was undertaken on securing the main and fire doors

Workshop Sessions

Open Sessions, during which time members are free to enjoy woodworking and metalworking activities, continued to take place on a Wednesday, Thursday and Friday afternoon and Saturday morning. The Shed decided to add a further session on Saturday morning (by prior arrangement to ensure a supervisor is available). The Shed continued to offer jewellery classes ('Mainly Metal') on Friday morning. The glassworks on a Thursday morning have proved very popular. 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
Thursday	Open Session 1.00 - 4.00
Friday	Mainly Metal (Jewellery) 10.00 - 12.30
Friday	Open Session 1.00 - 4.00
Saturday	Open Session 10.00 – 12.30 (With prior arrangement)

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.

Membership Check

At the end of the financial year 77 members had been recruited. The membership was made up of:

Men: 47
 Women: 30
 Under 50yrs 4

50 - 65yrs 29

65 - 80yrs 42

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.

Social activities this year included tea and cakes on 15th December 2017 at the Cartlands Tea Rooms.

Community Engagement

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

- Birmingham Council International Group - 25 people from various countries. 'The Urban Manufacturing Project' is a joint collaboration between Birmingham City Council and Birmingham City University. The project was looking at collaborative 'maker-spaces'
- Birmingham City Council Wellbeing Service
- We attended Cocomad and All Saints Christmas and Farmers markets
- Built planters for Moseley in Bloom
- Received a generous donation from Legal and General donation for defibrillator
- A visit from BBC online and ended up on the homepage of the website
- Appeared on Danny Kelly's Show for Radio WM
- Constructed noticeboards for Snitterfield Village and The Accord

Group

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.

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
- 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 Brandwood End Cemetery.
- helping to develop a stained-glass window project for Our Lady and St Hubert's Primary school Oldbury
- developing an all-weather play area at Moor Green Primary Academy
- making a noticeboard for Kings Heath Community Centre 'Real Junk-Food Project'

Thank You

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

- Stan Hems from Johnstan's Butchers, who continued to support us through regular donations.
- Davies Timber for their generous supply of surplus timber.
- Baker-Ward for print work
- Jacko of Choice Electrical, Kings Heath for electrical work

- Thanks to Legal and General for their donation for a defibrillator and lathe
- Kings Heath Business Association and Moseley and Kings Heath Lions for several Christmas Hampers to share with Shed members.
- The support we received from Cartland Tea Rooms for work we have carried out for them.
- The rangers, gardeners and managers in Kings Heath Park who have offered us support throughout the year.
- Tools for Africa for their support throughout the year.

Future Strategy

Recent Strategic developments April - October

We tackled a number Shed rules that needed to be developed including:-

- Write a Grievance procedure. This has been approved.
- Write a Health and Safety Policy in particular relating to lone working and continue to maintain and improve the safety. The policy has been approved but more work is needed on fleshing out the H&S manual.
- Undertake training of the Trustees and Supervisors in the Safe use of Equipment and Machinery. This has been largely completed.

Future Strategy November - March 2019

The six months is seen as a period of consolidation particularly since our sudden expulsion from the “Rangers” area in August.

Modify the Constitution to :- allow trustees to serve more than three terms, allow Proxy voting , and to allow Trustees to dismiss a fellow Trustee if he/she has lost the overwhelming support of other trustees. This proposal requires a 75+% majority at an AGM to be approved.

The Trustees fully recognise that a more permanent lease on our Shed

needs to be negotiated with the Council. In addition we wish to expand the storage in some way through a new structure. Money has been earmarked for this in the past but it requires agreement from the Council. It has proved frustratingly difficult to progress these issues with the Council. The Trustees will continue to battle away on this.

Re-establish a sub group of Trustees and Supervisors to agree and manage changes to the layout and organisation of the Shed.

Following the success of Glass sessions it is proposed to try to establish Mosaic sessions on Wednesday mornings.

Review of financial position

The net incoming resources for the year amounted to £14,477.87. At the year-end there was a balance of £8,927.64. Of this, £2,466.56 was restricted funds carried over from the previous financial year and £6,461.08 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 2018

MOSELEY & KINGS HEATH SHED

NOTES TO ACCOUNTS

This is the second 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 £1,736 and attendance fees of £2,708. Various fund raising events have taken place during the year raising £2,052. The shed has also been asked to undertake the manufacture of goods and this raised £2,805. Donations received this year were £4,107.

In respect of expenditure our standing costs ie rent, insurance and general running expenses were in line with forecast. The trustees agreed the purchase of wood working equipment to the value of £2,953 including a portable lathe and generator and various woodturning accessories. In addition equipment and materials were bought to help establish the glass classes at a cost of £1,288. In addition a lot of work has been undertaken to improve the fabric of the building. The cost of £3,803 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 made a very small loss of over the year of £70. This figure being far lower than that anticipated as detailed in our previous report.

At the end of the year we held £9,083 in the bank broken down as follows

- GC Gibson grant £1,830 remaining with permission to use these monies for ventilation equipment and toward the construction of the timber store.
- Lane grant £215, which we continue to use this toward our rent
- Members benevolent fund £421

We have unrestricted funds of £6,461

Looking forward a lot of work has been carried out on the fabric of the building and the shed is now well equipped in respect of tools and machinery. However, the construction of the wood store has become a priority, but we are awaiting approval for this work to be undertaken from Birmingham City Council. At this time we do not know what type or size of construction we will be allowed to erect and are therefore unable to quantify the likely costs.

At present members pay an annual subscription of £24 and £2 per session attended. For the glass class members pay £3 per session attended to cover the cost of the solder used. Members also pay for the glass used. The trustees are not proposing that this arrangement is changed updated. 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.

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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.

Moseley & Kings Heath Shed
Profit and Loss Sheet April 2017 – March
2018

Income	2016-2017	2017-2018
Donations	£1,797.00	£4,107.16
Members subs	£1,013.00	£1,736.00
Members Attendance fees	£1,837.00	£2,708.02
Fund Raising	£1,602.00	£2,051.86
Sale of goods for profit	£1,535.00	£2,767.51
Sale of glass		£686.22
Donations Members disc fund	£176.00	£421.10
Grants		
Total income	£7,960.00	£14,477.87

Expenditure	2016-2017	2017-2018
Rent	£600.00	£600.00
Improvements to fabric	£1,515.00	£3,803.83
Insurance	£632.00	£487.59
Costs re fund raising	£231.00	£679.81
Postage& Stationery	£30.00	
Telephone & Broadband	£460.00	£604.23
Admin costs/Trustee exp	£305.00	£415.12
Security	£75.00	
Publicity	£84.00	£94.45
Training	£630.00	£203.40
Equipment woodworking	£2,521.00	£2,953.55
Materials Jewellery	£61.00	£91.05
other materials	£189.00	£70.59
Equipment - Servicing		£80.00
Purchases for resale		£124.99
Glass purchases		£1,288.89
Defibrillator		£1,018.80
General upkeep		£2,032.03
Total expenditure	£7,333.00	14,548.33
Excess income over expenditure	£627.00	-£70.46

Balance Sheet April 2017 - March 2018

	2016-2017	2017-2018
Grants remaining funds		
GC Gibson	£2,739.69	£1,830.46
Lane	£815.00	£215.00
Benevolent fund	£0.00	£421.10
Total Grants received and therefore 'Restricted funds'	£3,554.69	£2,466.56
Money in the Shed bank account and therefore 'Unrestricted funds'	£5,508.41	£6,461.08
Total money in the bank as of 31st March 2018	£9,063.10	£8,927.64