WEST END (BURNLEY) CIO

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2025

The trustees present their report for the period 1 January 2025 to 31 December 2025. The trustees are pleased to confirm that they have endeavoured to ensure that this report & the attached accounts meet the required standards of the Charity Commission.

ADMINISTRATIVE INFORMATION

Charity Name	West End (Burnley) CIO
Registration Number	1194444
Principal Office	West End Community Centre Venice Street Burnley BB11 4BA

BOARD OF TRUSTEES DURING PERIOD OF REPORT	
Annette Bailey	Marie Durkin
Julie Fairclough	Sharon Harrison
Chris Keene	
Sandra Moolgoaker	
Paul Reynolds	
Lynsey Turmore	
Anita Robins	
Rebecca Robins	

AUDITORS
Ipsum Accountants Limited 16 High Holborn LONDON WC1V 6BX

BANKERS
Virgin Money 25 Manchester Road Burnley BB11 1HX

LEASEHOLD AGREEMENT WITH LANCASHIRE COUNTY COUNCIL
We secured a 125-year lease for our community centre in October 2020.

STRUCTURE, GOVERNANCE & MANAGEMENT

West End (Burnley) CIO is a charitable incorporated organisation & was registered with the Charity Commission on 12 May 2021, having converted from being a community interest company. During the period covered by this report we continued to approach our governance through adopting the following cycle of regular board meetings, with each activity listed below taking place on a quarterly basis:

a) General business meetings that enable trustees to receive regular progress reports on key areas of work, which includes monitoring income & expenditure.
b) The ongoing development & quarterly review of our detailed business plan, using a RAG rating process to identify progress & actions needed to ensure we consistently meet our targets.
c) The regular review of our core policies with work being done during the reporting period on training/personal development, safeguarding, GDPR & equality/diversity.

We continued to use the nominated trustee roles & these covered early years, equality/diversity, safeguarding, finance & membership, with a standard form being drawn up for trustees to submit reports on issues they'd addressed. This approach has had some benefits & we will continue to keep it under active review to enable trustees to engage in & report upon specific areas of activity undertaken by the charity.

Trustees were also mindful of the need to keep a close eye on the financial future of the charity, largely due to the challenging climate in which we operate & the ever-increasing costs associated with running our centre. We carried out a detailed review during the reporting period & produced a strategic review, which included contingency plans covering our proposed responses to reaching a critical situation. This also included the development of new income generation plans & action to reduce energy costs through improved insulation & associated measures.

A high priority was given during this reporting period to carrying out a major review of our training & personal development policy for paid staff, volunteers & trustees. This included an 'away day' at Coldwell Inn that enabled us to focus on the key issues involved in this important subject, which led to the adoption of a more detailed & effective policy. This policy will be enhanced by our continued preparation of an annual skills audit & we will seek to use this to develop future training plans.

Trustees also reviewed the operation of our bank accounts to establish a more effective way of managing finances for the centre, project activity & Happy Faces. This resulted in a decision to have one account for each area of activity & it was agreed that these new arrangements would be put into effect at the start of the next financial year (i.e. with effect from 1 January 2026).

ACTIVITIES DELIVERED DURING THE REPORTING PERIOD - HOW WE DELIVERED PUBLIC BENEFIT IN PURSUANCE OF OUR CHARITABLE AIMS

Happy Faces Childcare: This is our Ofsted registered nursery & we have continued to deliver 15 hours each week during term-time to children aged 2-4 years, based on using the government's voucher scheme to draw down a regular income. This enables our excellent staff team to deliver a high-quality early years curriculum that prepares our children for the transition to reception classes. We also worked during the period to identify potential funding sources to enhance the core offer & this has particularly focussed on strengthening our ability to support children with additional needs & their families. A lot of excellent work was done during the reporting period to upgrade the outdoor learning zone & this has already begun to have a positive impact on our children's development.

Women's Group: This weekly group continued to take part in a wide variety of social, educational & cross-cultural activities. This included craft-based projects, discussion groups, lifelong learning courses & other activities designed to meet the needs of members. The group also took part in a cross-cultural arts project with a women's group from the Chai Centre, who are from Burnley's South Asian community & this project was linked to our wider work on diversity & community cohesion. The women producing a quilt incorporating a statement chosen by local young people (Diversity Is Our Destiny) & this magnificent piece of work was presented to the Mayor Of Burnley at a ceremony in Burnley Town Hall.

Activities For Children/Young People: We continued to work in partnership with Burnley Leisure to deliver the Fit & Fed 'holiday hunger' programme, which uses government funding to operate activities during school holidays. This involved qualified sports coaches delivering a variety of physical activities, with our experienced team of volunteers supporting the programme through the provision of healthy food. They also provided complementary activities including arts/crafts, table games & generally providing emotional support & nurture for children attending the sessions. The same team were also responsible for delivering after-school sessions during term-time, including a dodgeball club & a youth sports night.

Textile Group/Knit & Natter: This group continued to meet on a weekly basis & used sewing, crocheting, needlework & similar crafts to develop new skills & make new friendships. The social aspects of the group are a crucial part of its role, as it enabled members to provide practical & emotional support for each other, in addition to which they provide opportunities for a local woman with a learning disability to take part as a valued member of the group.

OASIS Group

This peer support group operated weekly sessions during 2025 using funding obtained from CVS, which involved qualified staff delivering activities that enabled members to

learn new techniques for managing stress, anxiety & associated conditions. The activities were well received & we worked with them to try & access funding to enable them to continue their programme of activities. This work on securing funding will be ongoing due to the high level of needs that exist for services of this kind within our community, which is regularly highlighted in the engagement activities we carry out.

Board Gamer's Group

This group became well established as a weekly session during the reporting period & it involves members in playing well known fantasy & similar board games. Membership grew during 2025 & they're now settled & making a helpful contribution towards centre running costs.

Wednesday Social Club: This group meets on a weekly basis & undertook a variety of activities during the reporting period, including arts/crafts, lifelong learning, bingo, peer support, fundraising activities & trips. They also provide opportunities for social activities for residents from supported housing schemes (including one for adults with learning disabilities). This group also has a local history session once a month & play a leading role in the promotion of the 200 Club.

Parent/Toddlers Group: We continued to operate a weekly session through Happy Faces Childcare & this has helped promote our nursery, which has contributed to an increased take-up of places. It has also enabled us to improve engagement levels in respect of parents/carers & this successful outcome has helped us approach the future with confidence.

Publicity/Promotion: We reviewed the way in which we promote the centre & our activities, which has led to a new social media strategy being adopted that includes new pages on Facebook & Instagram. We also agreed during the reporting period that we needed to place a high priority on creating an effective website & work on this issue is ongoing, which includes integrating the site with our social media platforms. One of the priorities for this approach is to raise awareness of our centre & the opportunities that exist for new groups to make use of the facilities, which will be a key feature of the new webpage when it is established.

200 Club: We continued to operate our 200 Club during the period & it is a effective way of securing regular monthly contributions towards centre running costs, which will ultimately lead to a sum of £3,000 per annum. We will be placing a high priority in 2026 towards the promotion & expansion of this fund-raising vehicle & trustees are confident that it will deliver increasing sums of money in support of our work. This includes building on the support we've received from the trades union UNITE, who are encouraging branch members to enrol in the scheme.

Diversity Festival: We worked with a wide variety of partners through SW Burnley Community Action Network to plan & deliver a varied programme of activities developed

by local young people from two local schools to celebrate diversity & promote cohesion. This is the second annual festival we have delivered with our partners & the feedback we received from participants was very positive & this was reflected in the evaluation report we produced at the end of the programme. This highly successful month-long festival included activities in several buildings across our community & the programme included a family theatre session, world music workshops, a world food event, a music performance night, lantern parade, dance event, signing choir & an extremely busy fun day using our centre & the adjacent park. It also included our annual awards night & this showcased the contributions individuals & organisations have made to the celebration of diversity & the promotion of community cohesion. Plans were also made to develop diversity activities in spring/summer 2026 & these will complement another month-long programme in autumn/winter 2026.

Other Regular Activities: We delivered our annual Christmas support programme for vulnerable households & families, which includes food, presents, gift vouchers & personal/household hygiene products. Our lead trustee & team of volunteers at CABIN Care & Share (charity shop) continued to deliver regular sessions enabling vulnerable local people to access clothing, bedding, household items & food support. This invaluable service continues to meet real & increasing needs in our community & we also work on these issues alongside the Burnley Together/Downtown project based in the town centre.

SW Burnley Community Action Network: We continued to work with partners on the development of a variety of engagement activities that enables us to determine local priorities more effectively. This area of work includes the development of shared approaches to the organisation of activities aimed at delivering upon the vision we originally agreed in 2024. This includes the work undertaken by partnership members in support of the diversity festival, which included further opportunities for community engagement with members of the public who attended various activities.

FINANCIAL RISK ASSESSMENT

Our regular board meetings reviewed income & expenditure during the reporting period & this enabled trustees to take in-year decisions to adjust our budgets, which were split into two different headings at the start of the year, each of which has its own bank account:

1. West End Community Centre (which covers all income & expenditure directly related to the premises).
2. West End (Burnley) CIO (which covers all financial transactions relating to project activity & the direct delivery of services, which includes Happy Faces).

During the reporting period we took a decision to set up a new account to manage the 200 Club, based on keeping a clear separation between the different areas of activity. This is based on a system whereby a monthly sum is transferred to the West End

Community Centre account from the 200 Club account, which represents 50% of the total takings during each monthly period.

The financial management system we operate involves internal transfers from operational activities to contribute towards centre running costs, with these figures being included in all bids for funding. We took advice on this from our consultant & it was agreed that this approach provided us with clarity in respect of monitoring the effectiveness of our financial management strategies. We also continued to use the Xero accounting package during the reporting period for dealing with payroll issues & explored its use for financial reporting. .

We also carried out regular reviews on the impact of inflation on centre running costs & continued to develop strategies aimed at increasing income & decreasing costs. This will continue to be our core policy in respect of financial risk assessment, which will be considered alongside our efforts to diversify income sources & reduce our dependence on one or two fixed-term grants. This approach was enhanced by the establishment of two cash flow panels & they covered the operation of Happy Faces & the day-to-day operation of our centre, which are the main areas of expenditure across the organisation.

GRANT MAKING POLICY

We didn't distribute any funding through making grants to third parties or individuals during the reporting period, because we didn't generate any surplus funds that would enable us to adopt this approach. Trustees decided not to apply for grants that would enable us to offer this type of service, because our main priority is to secure funds that enable us to deliver activities that directly meet locally expressed needs.

TUDOR TRUST DEVELOPMENT PROJECT & CENTRE FUNDING

Trustees have been pleased to receive generous support from the Tudor Trust for a period of 6 years from 2019 - 2024, which was used to do four key things:

a) Enable us to review our legal status & convert from being a CIC to a CIO.

b) Draw up core policies & develop a comprehensive business plan for the initial 3-year period.

c) Contribute a total of £65,000 over 3 years towards centre running costs.

d) Enable us to employ a development worker to promote the centre & help new groups get established.

The final contributions were received from the Tudor Trust during the period covered by this report & we submitted reports to them highlighting the impact of their support & our plans for the future of our work. These reports were accepted by this funder who confirmed that their priorities have now changed & we will no longer be eligible to

apply got grant support from them. Trustees would like to place on record their appreciation of all the support provided by the Tudor Trust, because it played an invaluable role in respect of securing the asset transfer of our centre & thereby preventing its closure due to the impact of austerity.

RESERVES POLICY

Trustees are mindful of their responsibility to ensure that the charity is able in due course to establish sufficient reserves to cover ongoing expenditure for at least 3 - 6 months, which also includes the capacity to respond to unforeseen challenges. This applies to revenue spending & trustees accepted that they still needed to address this issue in 2025 & beyond. Budgetary pressures prevented us from allocating much time to this issue, because trustees felt that their absolute priority had to be the day-to-day generation of income to sustain the operation of the centre. The hard reality of the situation we find ourselves in is that income very rarely exceeds spending in any given month, which seriously limits our ability to set aside any reserves. Trustees noted that there was a deficit of £2,965 shown in the accounts for the relevant period, but this was covered by the fact that a sum of £51,316 had been carried forward from 2024 as liquid reserves. This sum includes a combination of restricted & unrestricted funding & trustees will be reviewing accounting practices to enable future accounts to display these two forms of liquid reserves. Trustees also noted that the sum carried forward under this heading into 2026 was £48,351 & the budgets for that year will reflect the restricted & unrestricted elements of this figure.

Trustees have focussed some of our limited resources on upgrading energy efficiency, security & protecting the fabric of the building in the first instance, which resulted in new loft insulation materials being installed during the reporting period. We were also able to install a 4-camera CCTV system that covers key parts of the external area & this had an immediate & positive impact from the beginning, which led to a reduction in damage to the centre & anti-social behaviour. We were lucky in having access to trained volunteers to carry out the energy efficiency & security work & this approach made the work more affordable.

PRINCIPAL FUNDING SOURCES

Trustees have continued to affirm their commitment to developing an income strategy that generates funds from multiple sources, rather than relying too much on a limited number of fixed-term grants. We currently have a high dependence on grants from the public & third sectors & these sources of funding are becoming even more competitive than in previous years. This presents additional challenges to our charity & trustees are continuing to look for a grant to enable us to employ a part-time funding officer to build capacity in our organisation in respect of this crucial skill.

Trustees have also worked during this period to maximise earned income through lettings, fund raising events, a monthly 200 club & increasing income from membership

fees & sessional contributions. We also reviewed our charging structure towards the during the reporting period & the changes we made in the previous year continue to be welcomed by users, particularly the 25% discount for people living in our immediate area.

Grants for projects will continue to be a major source of income for us in future years, but we will ensure that appropriate sums are always included in funding bids for premises & associated administrative/management costs. This is an issue that trustees will keep under active review & we will seek to ensure the costs we receive match our actual running costs. Trustees also gave a high priority to reducing costs as another way of balancing our budgets, with energy efficiency measures being a key part of this approach, along with reviewing service contracts to ensure maximum value for money from these expensive commitments.

INVESTMENT POLICY

Trustees reviewed this issue & still don't believe that the development of an investment policy is a high priority at this stage, because we don't have any surplus funds available that would enable us to consider making medium to long-term investments. This issue will be kept under annual review in the light of our developing financial position & any change in strategy will be highlighted in a subsequent annual report. It was also agreed that the priority for any future surplus over current expenditure would be to build up our operational reserves to a sufficient level in the first instance.

PAYMENT OF TRUSTEES

No trustees were paid for carrying out this role during the accounting period, other than any approved expenses to which they were entitled.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Trustees are fully aware of their responsibilities for preparing & submitting an annual report & financial statements in accordance with applicable laws & accounting standards & practice. This means that trustees will ensure that annual statements are drawn up which give a fair & accurate view of the financial position of the charity, which includes a summary of the income received during the relevant period & the uses to which it was put in respect of contributing towards our charitable aims. In preparing these statements trustees will:

a) Select suitable accounting policies & apply them consistently in line with current guidance & best practice.
b) Draw up detailed annual estimates of expenditure & make judgements & spending decisions that are prudent & reasonable.
c) Prepare the accounts on the 'going concern' basis unless it is inappropriate to assume that the charity will continue in business.

d) Ensure that proper accounting records are kept throughout the financial year that disclose with reasonable accuracy the financial position of the charity at any given time.
e) Take all reasonable steps to ensure the safeguarding of the assets of the charity, which includes taking appropriate action for the prevention & detection of fraud & other irregularities.

The trustees for the purposes of charity law who served during the period of this report are set out on page 1 of this report.

Approved by the trustees & signed on their behalf by:

A Bailey

Annette Bailey (Chair)

Date: 30 / 9 / 26

Saved as 'charity annual report 2025'

WEST END (BURNLEY) CIO ACCOUNTS 2025

CHARITY NUMBER 1194444 ACCOUNTS YEAR END 31 DECEMBER 2025

		2025
INCOME:	£	£
WEST END CC	35,874	
WEST END(BURNLEY- CIO)	106,359	
		142,233
EXPENDITURE:		
ACCOUNTANCY FEES	862	
BANK CHARGES	8	
CLEANING	638	
COMPUTER CONSUMABLES AND MAINTENANCE	2,293	
DONATIONS	278	
INSURANCE	4,767	
LEASING	2,497	
LICENSE FEES	611	
NURSERY LUNCHES	1,397	
NURSERY RESOURCES	4,931	
PAYEE	7,601	
PENSION	1,927	
PRINTING,POSTAGE & STATIONERY	1,152	
PROFESSIONAL FEES	642	
PURCHASES	2,878	
PREMISES COSTS	10,176	
REPAIRS AND MAINTENANCE	2,455	
REFUND	45	
SALARIES	69,687	
SMALL PROJECT DEVELOPMENT	12,287	
STAFF TRAINING	344	
SUBS	191	
SUNDRY EXPENSES	320	
TELEPHONE	131	
TRANSFER BETWEEN ACCOUNTS	815	
UTILITIES,INTERNET & TELECOMS	15,530	
WINNING FROM 200 CLUB	737	
Total expenses		145,199
Surplus/Deficit		-2,965

		2024
INCOME:	£	£
WEST END OPS	127,112	
WEST END CC	69,024	
		196,136
EXPENDITURE:		
ACCOUNTANCY FEES	686	
BANK CHARGES	0	
CLEANING	899	
COMPUTER CONSUMABLES & REPAIRS	1,584	
DONATIONS	0	
INSURANCE	2,885	
LEASING	8,540	
LICENSE FEES	170	
NURSERY LUNCHES	0	
NURSERY RESOURCES	1,179	
PAYE	4,722	
PENSIONS	2,002	
PRINTING, POSTAGE & STATIONERY	4,629	
PROFESSIONAL FEES	483	
PURCHASES	3,195	
PREMISES COSTS	1,170	
REPAIRS & MAINTENANCE	730	
REFUND	0	
SALARIES	65,583	
SMALL PROJECT DEVELOPMENT	0	
STAFF TRAINING	81	
SUBS	751	
SUNDRY EXPENSES	300	
TELEPHONE	0	
TRANSFER BETWEEN ACCOUNTS	0	
UTILITIES, INTERNET & TELECOMS	13,588	
WINNING FROM 200 CLUB	0	
EQUIPMENT	156	
TRAVEL & SUBSISTENCE	816	
VOLUNTEER EXPENSES	103	
EMPLOYERS COSTS	540	
STAFF ENTERTAINMENT	130	
PROJECT ACTIVITIES	64,736	
ADVERTISING & MARKETING	10	
Total expenses		179,668
Surplus/Deficit		16,468

Total funds at 01.01.2025	51,316
Deficit in the year	-2,965
Total funds at 31.12.2025	**48,351**

Total funds are all liquid reserves across two bank accounts

Independent Examiner's Report to the Trustees of West End (Burnley) CIO

I report to the Charity trustees on my examination of the accounts of the charity for the year ended 31st December 2025.

Responsibilities and basis of report

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 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
3. the accounts do not comply with the applicable reporting requirements

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.

Iqbal Chowdhury FCCA

Association of Chartered Certified Accountants

16 High Holborn

London

WC1V 6BX

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