

Brecon Volunteer Bureau Annual Report

1st April 2022 - 31st March 2023



**Brecon Volunteer Bureau /Swyddfa Gwirfoddoli
Aberhonddu**

(Charity No./Rhif elusen 514686)

**Queenshead (Market) Vaults/ Fowtiau Queenshead (Y
Farchnad),**

**Market St/ Stryd y Farchnad, Brecon /Aberhonddu. LD3
9AH**

Tel/ Ffon: 01874 623136

Email/ e-bost: : [vbxbrecon@gmail](mailto:vbxbrecon@gmail.com)  

Trustees

Tom Forbes (Chair)

Ieuan Williams (Vice Chair)

Cerian Martin (Treasurer)

Hannah Poulson (Secretary)

Richard Wooten (resigned October 2022)?????

Christine Williams

Cllr Michaela Davies

Staff

Marie Matthews (Manager)

Board of Trustees

The Trustees manage as a whole or divide into sub-committees as required. New Trustees can be co-opted by the Board until their official appointment at the next AGM. Trustees are appointed at the AGM by the members to serve until the conclusion of the AGM next after their appointment.

The members may appoint from within the Board the Chairperson, the Treasurer and the Secretary and any additional officers the members deem necessary to carry out any required activity. All officers of the charity shall retire annually and be eligible to stand for re-election so long as he/she has not served for longer than 5 years continuously. Any vacancy amongst the Officers may be filled by another Trustee and that person may hold office until the conclusion of the next AGM and shall be eligible for election.

Funding

Brecon Volunteer Bureau is supported by annual funding from: Powys Association of Voluntary Organisations (PAVO), Powys County Council, Powys Local Teaching Health Board and Brecon Town Council. **Anyone else?????**

Statement of Public Benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the charity. The Mission Statement below sets out the activities undertaken by the charity.

Brecon Volunteer Bureau's Mission Statement

- Recruiting, training, placing, and supporting volunteers and increasing the awareness of volunteering and its benefits in the communities of Powys
- Promoting and supporting the development of local sector initiatives and services to respond to local needs

- Providing an information service to local communities about community activities, opportunities, and services
- The network aims to operate within the framework of good practice provided by the Wales Council for Voluntary Action (WCVA) providing flexible yet consistent reliable services

Chair's Report

I would like to take this opportunity to thank all the Trustees for their time, commitment, and support for Brecon Volunteer Bureau over the past 12 months. We have met every two months and I thank them for their collective involvement and valuable comments.

Following the resignation of Richard Wootten as Chair, I was asked if I would replace him. Cerian Martin continued as Treasurer and Hannah Poulson continued as Secretary. Cllr Ieuan Williams is the Health and Safety Officer, and Christine Williams is Supervision Officer. I am most grateful to Marie Matthews for her devotion to BVB and going above and beyond her normal duties.

Also, thanks to Christine Williams for helping with staff monitoring and Barbara Anglezarke BBNP for help with SDF grant. I apologise for anyone I have missed.

Cerian and Marie have spent many hours preparing applications for grants and their hard labour deserved a better return. However, their successes will enable the BVB to replace the existing storage radiators and make improvements to the pair of entrance doors at least.

We have held meetings and had communication with PAVO regarding data entry to fulfil grant requirements and thank Melissa Townsend for her support with this and other issues.

Marie has an excellent rapport with our regulars at these sessions. They thrive in the safe and friendly environment with

plenty of laughs. We have received comments such as: “This is the highlight of my week, it’s so nice to meet up with my friends and make new ones,” “We are always having fun and I love the bingo sessions” and “It’s helped my confidence and I want to learn how to cook better.”

With the co-operation and approval of our landlord, Sockett Properties Ltd., many improvements have been made at minimal cost such as:-

Repairing defective water pipes above vaults in market toilet area.

Clearing weeds from front elevation and car park.

Repairing rainwater goods and clearing gully in car park.

Redecorating old blank doorways to front elevation.

Fitting draught strips to entrance doors and staining (stain donated by B Jenkins and Sons Ltd).

Fit new hanging rails for internal curtains.

Re-decorating w.c. wall and end of vault 1 following water ingress.

Erecting shelves in rear storage area.

Installing replacement LED strip lights to reduce electricity use.

Replacing defective sink mixer tap.

Due to personal reasons, I am standing down as the Chair and member of the Board of Trustees. I do however wish to continue supporting BVB as a volunteer.

Tom Forbes

Manager's Report

Monitoring Statistics: April 22-March 23	
Numbers of volunteers placed (all ages)	
Numbers of young volunteers placed (aged 14 - 25 yrs.)	
Number of new opportunities created for 14 - 25-year-olds	
Total number of new opportunities created on the Volunteering Website	
Number of volunteers supported to enter a volunteering opportunity (in addition to those placed)	



BRECON VOLUNTEER BUREAU

(CHARITY No 514686)

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2023**

Independent Examiner's Report on the Accounts for the Year Ended 31 March 2023

Report to the Trustees of Brecon Volunteer Bureau – Charity No 514686

Respective Responsibilities of Trustees and Examiner The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

I have examined the accounts provided to me under section 145 of the Charities Act, and followed the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement My review was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement In connection with my examination, no matter has come to my attention

1. Which gives me reasonable cause to believe that, in any material respect, the requirements:

- To keep accounting records in accordance with section 130 of the Charities Act; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed:  _____

Date 26 May 2023

Name Bri Kerley FCCA

Address Sutherland Beck, Didcot, Oxon

Administrative Information

Elected Trustees: Christine Williams, Michaela Davies

Chair: Tom Forbes

Vice-Chair: Ieuan Williams

Treasurer: Cerian Martin

Secretary: Hannah Poulson

Richard Wootten resigned as a Trustee on 26th October 2022

Accounts Approved by Board on 15th June 2022

Financial Accounts for the year 2022-2023 – Brecon Volunteer Bureau

The statement of Financial Activities is shown on the following pages for the year ended 31st March 2023. The overall position is a surplus of £432. The reporting to the Board through the year has been to monitor spend against grant funds and provide periodic reports to the funding bodies. The Balance Sheet is a consolidated account.

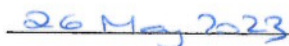
Core Business

The Core Business of Brecon Volunteer Bureau is the running of the office, which includes rent and associated office overheads, as well as costs for one office manager. During the year, an additional person was employed for six months. During 2022/23 BVB was primarily funded by PAVO and Powys County Council. In 2021/22, funding was received from Powys Local Health Board and the Moondance Foundation but these sources of funding were not recurring in 2022/23.

Signed:



Date



Name

Bri Kerley

BRECON VOLUNTEER BUREAU, INCLUDING COMMUNITY KITCHEN**INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2023**

2021-22	2022-23
£ INCOME	£
<u>Grants</u>	
2,720 Powys County Council	8,420
1,381 Powys Local Health Board	0
6,977 Other via PAVO	7,983
2,880 Moondance Foundation	0
450 Rotary Club	0
0 Accommodation Sharing	1,830
<u>14,408</u>	<u>18,233</u>
<u>Other</u>	
586 Other - vault hire	0
90 Fundraising	0
697 Repair Café	304
3,059 Community Kitchen	6,670
23 Bank Interest	52
83 Petty Cash	80
920 Donations	296
<u>5,458</u>	<u>7,403</u>
19,866 TOTAL INCOME	25,635
EXPENDITURE	
<u>Salary and Associated</u>	
11,996 Salaries	15,623
<u>11,996</u>	<u>15,623</u>
<u>Running Costs</u>	
2,667 Electricity, Heat & Light	2,308
3,200 Rent	3,238
335 Insurance	398
20 Photocopy & Stationery	12
426 Telephone	466
55 Equipment & Software	0
0 Advertising & Promotion	187
225 Other	388
212 Training	140
246 Professional Fees	0
1,137 Fixtures & Fittings	562
74 Repair café	222
1,106 Community Kitchen Food Purchases	1,663
0 Refreshments	0
<u>9,703</u>	<u>9,581</u>
21,699 TOTAL EXPENDITURE	25,204
(1,833) NET SURPLUS/(DEFICIT)	432

BRECON VOLUNTEER BUREAU, INCLUDING COMMUNITY KITCHEN

Balance Sheet as at 31 March 2023

2021-22	2022-23
£ <u>Current Assets</u>	£
9,502 Lloyds Current Account	9,919
5,128 Investment - Monmouthshire	5,180
0 Debtors	0
123 Repair Café Petty Cash	206
237 CORE Petty Cash	116
<hr/> 14,990	<hr/> 15,422
 <u>Current Liabilities</u>	
<hr/> 0 Accruals/Creditors	<hr/> 0
0	0
14,990 CURRENT ASSETS LESS CURRENT LIABILITIES	15,422
 <u>Capital and Reserves</u>	
16,823 Balance brought forward	14,990
 Net Surplus/(Loss) for the Year	
-1,833 Core Business	432
 14,990 FUNDS CARRIED FORWARD	 15,422



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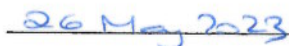
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Date



Name

Bri Kerley

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