

# Trustees Annual Report 2023 - 24

## Reference and Administrative Details

**Company Name:** Ballybot Community Projects

**Company Number:** NI632578

**Charity Number:** Registered as a Charity in Northern Ireland (NIC104911)

**Registered Office:** Ballybot House, 28 Cornmarket, Newry BT35 8BG

**Directors:** Maureen Ruddy (Chairperson)

Ewan Morgan

Rosemary Rooney

**Co. Secretary and CEO:** Raymond Jackson

**Auditors:** Malone Accounting, 12 New Street, Newry BT35 6JD.

**Bankers :** Bank of Ireland, 12 Trevor Hill, Newry

# **Structure, Governance and Management**

## **Governing Document**

Ballybot Community Projects is a company limited by guarantee which was incorporated on 22 July 2015. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

In the event of the company being wound up members are required to contribute an amount not exceeding one pound.

## **Management**

The company is managed by a voluntary Board of Directors which is elected from the membership or co-opted by the directors. The Board of Directors are directors of the company under company law and are also charity trustees for the purposes of charity law.

The Board of Directors is elected annually from the membership of the company and consists of up to twelve individual members and not less than three. Up to one-third of the directors retire from office at each Annual General Meeting, those longest in office retiring first. Retiring directors are eligible for re-election if nominated however no director shall serve more than twelve consecutive years.

When new directors are appointed to the Board they receive an induction which briefs the members on their roles and responsibilities as members of the board and company directors and outlines the company's strategic planning process; funding arrangements, project selection policy, staffing structure and policy work.

All members of the Board of Directors give their time voluntarily and receive no benefits or remuneration from the company.

## **Directors**

The Directors, who are trustees for the purpose of charity law, who served during the financial year running from August 2023 to July 2024 were as follows:  
Maureen Ruddy, Ewan Morgan, and Rosemary Rooney.

## **Directors' Responsibilities**

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that year. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Policies and Procedures**

The company has a number of policies and procedures in place to which Directors and staff adhere. These are reviewed periodically to ensure they continue to meet the needs of the company and current legislation and include policies and procedures relating to declaring conflicts of interests; levels of company reserves, risk management; disclosure; fraud; quality assurance; equality, health and safety; the environment, financial procedures and staffing matters.

## **Risk Management**

The company regularly undertakes an assessment of risks to which it might become exposed. It has a Risk Management Plan in place which identifies and categorises each potential risk; the likelihood of the risk occurring, causes and implications thereof and the actions to mitigate the risks. The Directors reviewed and approved the company's Risk Management Plan in March 2024.

## **Related Parties**

The company is a 100% wholly owned trading subsidiary of The Confederation of Community Groups. All three directors of the company are also directors of The Confederation of Community Groups. The company donates its profits to the charity by way of a gift.

## Objectives and Activities

### Objectives

The objectives of the company - as defined by its governing document - are:

- (1) Promote for the public benefit the care, welfare, well-being, interest and advancement of older people in Newry and its environs and the wider region in Northern Ireland and the Republic of Ireland (the "area of benefit") and in particular:
  - (a) relieve isolation and exclusion;
  - (b) assist older people to live independent and safer lives;
  - (c) support, assist and develop the work of community and voluntary groups and organisations which seek to improve the well-being and quality of life of older people;
  - (d) raise awareness among the general public of the needs and experiences of older people.
  
- (2) Advance community development by:
  - (a) promoting, informing and raising awareness of volunteering;
  - (b) promoting and providing volunteering opportunities and activities for the benefit of individuals and communities in the area of benefit;
  - (c) delivering training, mentoring and support to organisations and individuals;
  - (d) building the capacity of community and voluntary groups and organisations operating within the area of benefit and providing them with the necessary training, support, information and services to enable them to pursue or contribute to any charitable purpose;
  - (e) promoting, organising and facilitating co-operation and partnership working between community and voluntary groups and organisations and statutory and other relevant bodies within the area of benefit.

## **Activities**

BCP regularly review all activities as part of a strategic planning cycle – we currently have in place a Strategic Plan (extended until March 24) encompassing our stated aims:

- To advance the community / voluntary sector agenda through partnership with all sectors in a range of roles and levels
- Promote Community Development within the Newry, Mourne & Down District Council area with a particular focus on areas / communities of disadvantage.
- Promote and develop community projects / services to meet the needs of communities and social groups.
- Promote and develop the Corporate services of the Confederation of Community Groups.

## **Public Benefit**

In planning and directing the work of the company the Board of Directors has considered and understands both elements of the public benefit requirement — that is that there are direct benefits which are identifiable and are available to the public or a section of the public.

The company has identified the benefits for people and community groups as:

Awareness raising of existing and emerging needs within communities, the enabling of older people to overcome barriers to services and the identification of new services to meet gaps in provision.

An improvement in the engagement processes with statutory organisations to help address concerns and to deliver accessible services, a reduction in the fear of crime, the reduction of deprivation and an increase in mental and physical health and well-being of older people.

An increase in the number of volunteers and volunteering opportunities, the empowerment of individuals to make a positive contribution to local community life, an increase in social investment /activities, a more inclusive society and an enhanced quality of life.

An increase in the effectiveness of local charities, community groups and associations and their effective use of charitable resources, an increase in community infrastructure and facilities, an increase in partnership work and increased engagement with statutory bodies

The beneficiaries of the company's services are the Community & Voluntary sector and people living in Newry and its environs and the wider region in Northern Ireland and the Republic of Ireland. Any private benefit is incidental and necessary to ensure the benefit is provided to our beneficiaries.

## **Main Activities, Achievements and Performance**

During the year we provided Community Education, Training and development programmes and Inter-community work. We provided ongoing community development support to a range of local community groups. We recruited, trained and supported volunteers within our own projects and with partner agencies and we provided advice, information and sign-posting to individuals and groups.

## Financial Review Principal Funding Sources

The company received £10,000 funding in the period covered by this report. Expenditure on our Older People Community Programme was £10,026 resulting in a small deficit of £26 for the period.

## Reserves Policy

The Directors have assessed the main risks to the organisation and designated funds needed to meet these. They have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between three and six months of the expenditure. Expenditure for the year to 31 July 2024 was £10,026. Reserves currently stand at £630 which is below the required amount however these should be viewed in relation to CCG (parent company) reserves.

The reserves are needed to meet the working capital requirements of the charity, and the Directors are confident that at this level they would be able to continue the current activities of the charity for some time in the event of a significant drop in funding.

## Plans for Future Periods

Ballybot Community Projects will continue to provide its community work & education and capacity building and support services to disadvantaged people and communities.

## Declaration

This report was approved by the Board at its meeting on 21<sup>st</sup> November 2024 and thereafter signed on its behalf by:



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Maureen Ruddy  
Chairperson



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Ewan Morgan  
Director