



NOTICE OF MEETING

Notice is hereby given that the thirty eighth Annual General Meeting of the British Institute of Cleaning Science Limited will be held in the Daimler Suite at the Forest of Arden Marriott Hotel & Country Club, Maxstoke Lane, Meriden, Birmingham CV7 7HR on Thursday, 30th September 2021 at 11.30 hrs.

AGENDA

1. To consider and, if thought fit, adopt the annual report and the Statement of Accounts for the year ending 31st December 2020.
2. To propose Messrs Clifford Roberts are appointed auditors of the Institute for the ensuing year at a remuneration to be agreed.
3. To consider and, if thought fit, vote by special resolution to change the company name of BICS Business Services Limited to BICS Sc Training and Services Limited.

All documents are available on the BICS Sc website (www.bics.org.uk).

This will conclude the formal business of the meeting. The opportunity will be given to members present to ask questions on the conduct of the Institute's affairs during the year in question.

Note: If any member who is unable to attend wishes to table any written questions this should be addressed to the chairman to arrive at the Institute's offices not later than Friday 19th September 2021. This will be raised if there is appropriate time during the enquiry session. If time does not allow a written reply will be given subsequently.

Members are reminded that only those members whose subscriptions have been paid in full are entitled to a vote.

BICS Sc
9 Premier Court
Boarden Close
Moulton Park
Northampton
NN3 6LF

By Order of the Council
Lorraine Davis MBICS Sc
National Chairman

Annual Company Secretary Statement September 2021

2020 proved to be a reasonable year financially. Whilst the income was affected by the pandemic the Institute still managed to achieve a small surplus by the end of the year.

The year saw the update to Version 3 of the Cleaning Professional's Skills Suite, the launch of the BICSc assessor application, an electronic system for the assessing of trained candidates free of charge to all licenced assessors, and the new publication Standards & Best Practice replacing the renowned Best Value.

There were many calls for BICSc to guide the way with advice throughout the pandemic and BICSc have done everything they can to provide guidance in cleaning techniques in response to these questions.

The conference planned for April 2020 and the 2020 Annual Awards had to be cancelled.

2021 financially is proving to be more robust than 2020 was and the tighter controls on costs have been maintained. Much of this has been due to innovation and using technology particularly around the virtual meeting options.

The launch of the Virtual Training Suite in March 2021 has been a useful tool to the industry and is offering some free courses in addition to our usual courses which are proving to be very popular with candidates and companies alike. The range of courses is growing and the Cleaning Supervisor's Certificate is scheduled for release in 2021.

BICSc is celebrating 60 years this year and the brand continues to remain well known and respected within the Industry and our international presence remains steady, even with the inability to travel and serve our international customers effectively due to the pandemic.

Through the continued development, review and amendment of standards, the Institute continues to drive accreditation and membership growth, meaning we continue to meet the BICSc mission.

Neil Spencer-Cook

BICSc Company Secretary

**MINUTES OF THE THIRTY SEVENTH ANNUAL GENERAL MEETING
OF
THE BRITISH INSTITUTE OF CLEANING SCIENCE**

Via Online Teams

Friday 18th December @ 10.00 hrs

Attendees: (Members of BICSc)

Soo Bartholomew
Paul Fereday
Mike Fletcher
Peter Gowers
Michael Kenny
Nigel Lea
Jill Roberts
Frank Veneman

In attendance:

Stan Atkins – Group CEO
Lorraine Davis – Chairman
Denise Hanson – Head of Technical
Neil Spencer-Cook – Company Secretary
Marion Wood – Minute Taker

Apologies:

Mervyn Perry

The meeting opened at 10.05

The Chairman, Lorraine Davis, welcomed all attendees to the meeting.

The Chairman asked for the minutes of the 2019 AGM to be approved. The minutes were proposed by Jill Roberts and seconded by Soo Bartholomew.
All in favour.

The Chairman asked for the three resolutions to be approved.

Resolution 1: *To consider and if thought fit adopt the annual report and the Statement of Accounts for the year ended 31st December 2019.*

Michael Kenny proposed that the accounts and report be accepted. This was seconded by Soo Bartholomew.
All in favour.

Resolution 2: *To propose Messrs Clifford Roberts be appointed Auditors of the Institute for the ensuing year at a remuneration to be agreed.*

Soo Bartholomew proposed that Clifford Roberts be appointed auditors to the Institute. This was seconded by Mike Fletcher.
All in favour.

Resolution 3: *To consider and if thought fit, vote by special resolution to adopt the amended Articles of Association.*

Soo Bartholomew proposed that amended Articles of Association be adopted. This was seconded by Frank Veneman.
All in favour.

This concluded the formal business of the meeting.
There being no further business the meeting closed at 10.08

The Chairman announced two new Fellowships:

Mr Peter Gowers
Mr Mervyn Perry

The Chairman congratulated the new Fellows and confirmed that their Fellowship Certificates will be posted.

End...

Financial Statements
for the Year Ended 31 December 2020
for
The British Institute of Cleaning
Science Limited

**The British Institute of Cleaning
Science Limited (Registered number: 01524014)**

**Contents of the Financial Statements
for the year ended 31 December 2020**

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**The British Institute of Cleaning
Science Limited**

**Company Information
for the year ended 31 December 2020**

DIRECTORS:	Mrs S Bartholomew Mrs L J Davis Mrs M Richardson Mr S Atkins Ms Y Taylor Mr A Keogh Mr P N Fereday Ms J Roberts
SECRETARY:	Mr N Spencer-Cook
REGISTERED OFFICE:	9 Premier Court Boarden Close Moulton Park Industrial Estate Northampton Northamptonshire NN3 6LF
REGISTERED NUMBER:	01524014 (England and Wales)
AUDITORS:	Clifford Roberts Chartered Accountants & Statutory Auditors Pacioli House 9 Brookfield Duncan Close Northampton Northamptonshire NN3 6WL

**The British Institute of Cleaning
Science Limited (Registered number: 01524014)**

**Balance Sheet
31 December 2020**

	Notes	2020 £	£	2019 £	£
FIXED ASSETS					
Tangible assets	4		773,762		817,118
Investments	5		201		201
			<u>773,963</u>		<u>817,319</u>
CURRENT ASSETS					
Debtors	6	66,909		139,549	
Cash at bank and in hand		<u>397,104</u>		<u>176,470</u>	
		464,013		316,019	
CREDITORS					
Amounts falling due within one year	7	<u>416,811</u>		<u>307,638</u>	
NET CURRENT ASSETS			<u>47,202</u>		<u>8,381</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			821,165		825,700
CREDITORS					
Amounts falling due after more than one year	8		(262,525)		(270,449)
PROVISIONS FOR LIABILITIES			<u>(7,224)</u>		<u>(7,450)</u>
NET ASSETS			<u><u>551,416</u></u>		<u><u>547,801</u></u>
RESERVES					
Revaluation reserve	12		30,801		31,763
Income and expenditure account	12		<u>520,615</u>		<u>516,038</u>
			<u><u>551,416</u></u>		<u><u>547,801</u></u>

The financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

In accordance with Section 444 of the Companies Act 2006, the Statement of Income and Retained Earnings has not been delivered.

The financial statements were approved by the Board of Directors and authorised for issue on 15 June 2021 and were signed on its behalf by:


Mr S Atkins - Director

The notes form part of these financial statements

**The British Institute of Cleaning
Science Limited (Registered number: 01524014)**

**Notes to the Financial Statements
for the year ended 31 December 2020**

1. STATUTORY INFORMATION

The British Institute of Cleaning Science Limited is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with applicable United Kingdom accounting standards, including Financial Reporting Standard 102 section 1A - "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102 section 1A") and with the Companies Act 2006. The financial statements have been prepared on the historical cost basis.

The financial statements are presented in Sterling (£) and cover the period to the 31st December each year.

Going Concern

At the time of approving the financial statements, despite the on-going Covid-19 pandemic, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

Preparation of consolidated financial statements

The financial statements contain information about The British Institute of Cleaning Science Limited as an individual company and do not contain consolidated financial information as the parent of a group. The company is exempt under Section 399(2A) of the Companies Act 2006 from the requirements to prepare consolidated financial statements.

Turnover

Turnover represents the invoiced amount of services provided stated net of value added tax. The turnover and pre tax profit is wholly attributable to the operating activities of the company. Turnover is recognised upon evidence of the date the service is provided or for membership income spread evenly over the period of the membership.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Plant and machinery	- 33% on cost
Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

Government grants

Government grants are recognised as other income over the period necessary to match them with the related costs for which they were intended to compensate, on a systematic basis.

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Statement of Income and Retained Earnings, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

**Notes to the Financial Statements - continued
for the year ended 31 December 2020**

2. ACCOUNTING POLICIES - continued

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of transaction. Exchange differences are taken into account in arriving at the operating result.

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

Differences between contributions payable in the year and contributions actually paid are shown as either accruals or prepayments in the balance sheet.

Trade and other debtors

Trade and other debtors are initially recognised at fair value and thereafter stated at amortised cost using the effective interest rate method, less impairment losses for bad and doubtful debts except where the effect of discounting would be immaterial. In such cases, the receivables are stated at cost less impairment losses for bad and doubtful debts.

Trade and other creditors

Trade and other creditors are initially recognised at fair value and thereafter stated at amortised cost using the effective interest rate method unless the effect of discounting would be immaterial, in which case they are stated at cost.

Interest bearing borrowings

Interest bearing borrowings are recognised initially at fair value less attributable transaction costs. Subsequent to initial recognition, interest bearing borrowings are stated at amortised cost with any difference between the amount initially recognised and redemption value being recognised in the statement of comprehensive income over the period of the borrowings, together with any interest and fees payable, using the effective interest method.

Leasing commitments

Rentals under operating leases are charged on a straight line basis over the lease term, even if the payments are not made on such a basis. Benefits received and receivable as an incentive to sign an operating lease are similarly spread on a straight line basis over the lease term.

3. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 25 (2019 - 26).

**The British Institute of Cleaning
Science Limited (Registered number: 01524014)**

**Notes to the Financial Statements - continued
for the year ended 31 December 2020**

4. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST					
At 1 January 2020	830,730	131,144	108,431	184,286	1,254,591
Additions	-	7,919	8,072	21,684	37,675
Disposals	-	-	-	(42,867)	(42,867)
At 31 December 2020	<u>830,730</u>	<u>139,063</u>	<u>116,503</u>	<u>163,103</u>	<u>1,249,399</u>
DEPRECIATION					
At 1 January 2020	87,986	116,060	94,980	138,447	437,473
Charge for year	21,249	10,719	7,595	18,535	58,098
Eliminated on disposal	-	-	-	(19,934)	(19,934)
At 31 December 2020	<u>109,235</u>	<u>126,779</u>	<u>102,575</u>	<u>137,048</u>	<u>475,637</u>
NET BOOK VALUE					
At 31 December 2020	<u>721,495</u>	<u>12,284</u>	<u>13,928</u>	<u>26,055</u>	<u>773,762</u>
At 31 December 2019	<u>742,744</u>	<u>15,084</u>	<u>13,451</u>	<u>45,839</u>	<u>817,118</u>

5. FIXED ASSET INVESTMENTS

	Other investments £
COST	
At 1 January 2020 and 31 December 2020	<u>201</u>
NET BOOK VALUE	
At 31 December 2020	<u>201</u>
At 31 December 2019	<u>201</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	20,809	42,872
Amounts owed by group undertakings	-	42,318
Other debtors	46,100	54,359
	<u>66,909</u>	<u>139,549</u>

**The British Institute of Cleaning
Science Limited (Registered number: 01524014)**

**Notes to the Financial Statements - continued
for the year ended 31 December 2020**

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Bank loans and overdrafts	15,326	14,787
Trade creditors	40,490	42,291
Amounts owed to group undertakings	8,562	100
Taxation and social security	24,165	23,082
Other creditors	328,268	227,378
	<u>416,811</u>	<u>307,638</u>

8. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2020	2019
	£	£
Bank loans	<u>262,525</u>	<u>270,449</u>
Amounts falling due in more than five years:		
Repayable by instalments		
Bank loans more 5 yr by instal	<u>194,047</u>	<u>203,686</u>

9. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2020	2019
	£	£
Within one year	4,173	11,156
Between one and five years	5,340	9,513
	<u>9,513</u>	<u>20,669</u>

10. SECURED DEBTS

The following secured debts are included within creditors:

	2020	2019
	£	£
Bank loans	<u>277,851</u>	<u>285,236</u>

The company has three outstanding charges in respect of Lloyds Bank Plc over the properties owned by BICSc. Two of these charges were registered in the prior year following the purchase of a new property.

**The British Institute of Cleaning
Science Limited (Registered number: 01524014)**

**Notes to the Financial Statements - continued
for the year ended 31 December 2020**

11. FINANCIAL RISK MANAGEMENT

The company has some exposure to credit, liquidity and cash flow interest rate risks, These risks are limited by the company's financial management policies and practices described below.

Foreign currency risk

The company has exposure to foreign currency risks as some of the company's sales are denominated in Euros and other world currencies. The company operates a Euro current account to help mitigate the risks arising from exchange rates.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the institute by failing to discharge an obligation. The institute has limited exposure to credit risk. Predominantly any risks will arise from trade debtors going bad. The institute reduce the risk through sensible sales ledger management policies.

Liquidity risk

The directors have ultimate responsibility for liquidity risk management in maintaining adequate reserves and banking facilities. The only significant non-derivative financial liability remaining at the reporting date is the overdraft on the bank account.

Market risk

There is a market risk associated with the fluctuation in demand for the products and services provided. Most of this is mitigated by monitoring the markets.

The company holds no derivative financial instruments at the year end.

12. RESERVES

	Income and expenditure account £	Revaluation reserve £	Totals £
At 1 January 2020	516,038	31,763	547,801
Surplus for the year	3,389		3,389
Depreciation written back	1,188	(1,188)	-
Revaluation reserve release of deferred tax	-	226	226
At 31 December 2020	<u>520,615</u>	<u>30,801</u>	<u>551,416</u>

13. DISCLOSURE UNDER SECTION 444(5B) OF THE COMPANIES ACT 2006

The Report of the Auditors was unqualified.

Adam Billingham BA (Hons) FCA (Senior Statutory Auditor)
for and on behalf of Clifford Roberts

14. CAPITAL COMMITMENTS

	2020 £	2019 £
Contracted but not provided for in the financial statements	-	<u>18,375</u>

**The British Institute of Cleaning
Science Limited (Registered number: 01524014)**

**Notes to the Financial Statements - continued
for the year ended 31 December 2020**

15. RELATED PARTY DISCLOSURES

During the year the company has traded with related parties, however these have all been in the normal course of business, under normal market conditions, and are immaterial to both parties.

At the year end British Institute Cleaning Science owed BICS Business Services Limited £8,462 (2019: £42,318 - creditor). No interest is accruing on this this balance, which is repayable upon demand.

16. MEMBERS' LIMITED LIABILITY

The Institute is a company limited by guarantee and has no share capital. Every member of the Institute undertakes to contribute to the assets of the Institute in the event of the same being wound up while they are a member, or within one year after they cease to be a member. This contribution, not exceeding £1, covers the payments of debts and liabilities of the Institute contracted before each individual ceases to be a member and of the costs, charges and expenses of winding-up and for adjustment of the rights of the contributors among themselves.