

NOTICE OF MEETING

Notice is hereby given that the thirty-ninth Annual General Meeting of the British Institute of Cleaning Science Limited will be held in the Packington Room at the Forest of Arden Hotel & Country Club, Maxstoke Lane, Meriden, Birmingham CV7 7HR on Thursday, 22nd September 2022 at 15.30 hrs.

AGENDA

1. To consider and, if thought fit, adopt the Annual Report and the Statement of Accounts for the year ending 31st December 2021.
2. To propose Messrs. Clifford Roberts are appointed auditors of the Institute for the ensuing year at a remuneration to be agreed.

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

This will conclude the formal business of the meeting. An 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 16th September 2022. 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.

BICSc
9 Premier Court
Boarden Close
Moulton Park
Northampton
NN3 6LF

By Order of the Council
Lorraine Davis MBICSc
National Chairman

Annual Company Secretary Statement – September 2022

2021 was a successful year for the Institute financially.

Corporate membership has grown, and the effects of the pandemic has meant many companies are calling for the BICSc name to strengthen their own standing in the industry.

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 BICSc Cleaning Supervisor's Certificate was released in the autumn of 2021 – this has proved popular and to date has had in excess of 75 enrolments.

The growth of the Virtual Training Suite has been exceptional.

With the continuation of Covid into 2021, there were many difficulties, but the Institute was able to weather these and remain strong supporting our members with solid advice and maintaining the ability to train through BICSc Business Services and maintain standards.

The biggest difficulty in 2021 was the ability to travel internationally, however, the end of the year saw the lift in restrictions and travel commenced again.

The 2021 Annual Awards went ahead as a daytime event and proved successful.

All in all, 2021 was a good year to celebrate the 60th anniversary of the Institute.

2022 is so far following in a similar vein to 2021 and now the restrictions have fully lifted we are back operating as we would expect, utilising the technology adapted through the pandemic as well as returning to the face-to-face options.

We launched our rebrand and this has gone down well.

The Virtual Training Suite is growing with additional courses being added and we are developing the BICSc Cleaning & Hygiene Audit app for the industry as whole. We are finalising the Domestic Cleaning Operative Safety course to be released in the autumn.

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

Financial Statements

for the Year Ended 31 December 2021

for

**The British Institute of Cleaning
Science Limited**

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

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for the year ended 31 December 2021**

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**The British Institute of Cleaning
Science Limited**

**Company Information
for the year ended 31 December 2021**

DIRECTORS: Mrs S Bartholomew
Mrs L J Davis
Mr S Atkins
Ms Y Taylor
Mr A Keogh
Ms J Roberts
Ms W S Glasgow

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 2021**

	Notes	2021 £	£	2020 £	£
FIXED ASSETS					
Tangible assets	4		754,427		773,762
Investments	5		201		201
			<u>754,628</u>		<u>773,963</u>
CURRENT ASSETS					
Debtors	6	108,002		66,909	
Cash at bank and in hand		443,211		397,104	
		<u>551,213</u>		<u>464,013</u>	
CREDITORS					
Amounts falling due within one year	7	488,815		416,811	
			<u>62,398</u>		<u>47,202</u>
NET CURRENT ASSETS					
			<u>817,026</u>		<u>821,165</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
CREDITORS					
Amounts falling due after more than one year	8		(246,527)		(262,525)
			<u>(6,998)</u>		<u>(7,224)</u>
PROVISIONS FOR LIABILITIES					
			<u>563,501</u>		<u>551,416</u>
NET ASSETS					
RESERVES					
Revaluation reserve			29,839		30,801
Income and expenditure account			533,662		520,615
			<u>563,501</u>		<u>551,416</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 Income Statement has not been delivered.

The financial statements were approved by the Board of Directors and authorised for issue on 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 2021**

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 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.

Related party exemption

The company has taken advantage of exemption, under the terms of Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', not to disclose related party transactions with wholly owned subsidiaries within the group.

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

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, 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.

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2021**

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 23 (2020 - 25).

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2021**

4. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST					
At 1 January 2021	830,730	139,063	116,503	163,103	1,249,399
Additions	-	9,464	4,571	27,243	41,278
Disposals	-	(106,206)	(4,910)	(107,534)	(218,650)
At 31 December 2021	<u>830,730</u>	<u>42,321</u>	<u>116,164</u>	<u>82,812</u>	<u>1,072,027</u>
DEPRECIATION					
At 1 January 2021	109,235	126,779	102,575	137,048	475,637
Charge for year	21,352	12,000	7,982	19,278	60,612
Eliminated on disposal	-	(106,206)	(4,909)	(107,534)	(218,649)
At 31 December 2021	<u>130,587</u>	<u>32,573</u>	<u>105,648</u>	<u>48,792</u>	<u>317,600</u>
NET BOOK VALUE					
At 31 December 2021	<u>700,143</u>	<u>9,748</u>	<u>10,516</u>	<u>34,020</u>	<u>754,427</u>
At 31 December 2020	<u>721,495</u>	<u>12,284</u>	<u>13,928</u>	<u>26,055</u>	<u>773,762</u>

5. FIXED ASSET INVESTMENTS

	Other investments £
COST	
At 1 January 2021 and 31 December 2021	201
NET BOOK VALUE	
At 31 December 2021	<u>201</u>
At 31 December 2020	<u>201</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	37,078	20,809
Amounts owed by group undertakings	32,005	-
Other debtors	38,919	46,100
	<u>108,002</u>	<u>66,909</u>

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2021**

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2021 £	2020 £
Bank loans and overdrafts	15,998	15,326
Trade creditors	52,463	40,490
Amounts owed to group undertakings	100	8,562
Taxation and social security	21,153	24,165
Other creditors	399,101	328,268
	<u>488,815</u>	<u>416,811</u>
8. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	2021 £	2020 £
Bank loans	246,527	262,525
	<u>246,527</u>	<u>262,525</u>
Amounts falling due in more than five years:		
Repayable by instalments		
Bank loans more 5 yr by instal	174,861	194,047
	<u>174,861</u>	<u>194,047</u>
9. LEASING AGREEMENTS		
Minimum lease payments under non-cancellable operating leases fall due as follows:		
	2021 £	2020 £
Within one year	1,780	4,173
Between one and five years	3,560	5,340
	<u>5,340</u>	<u>9,513</u>
10. SECURED DEBTS		
The following secured debts are included within creditors:		
	2021 £	2020 £
Bank loans	262,525	277,851
	<u>262,525</u>	<u>277,851</u>

The company has three outstanding charges in respect of Lloyds Bank Plc, one charge in relation to 8 Premier Court, another in relation to 4 Premier Court, two properties owned by BICSc. The third charge is a unlimited debenture which contains a fixed and floating charge over all assets of the company.

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2021**

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 with the highest risks arising 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. DISCLOSURE UNDER SECTION 444(5B) OF THE COMPANIES ACT 2006

The Report of the Auditors was unqualified.

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

13. RELATED PARTY DISCLOSURES

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

14. 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.

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

at

The Forest of Arden Hotel & Country Club, Maxstoke Lane, Meriden, CV7 7HR

Thursday 30th September 2021 @ 11.30 hrs

Attendees: (Members of BICS)

Soo Bartholomew
Matt Dean
Ron Dickin
Paul Fereday
Andrew Kemp
Andy Keogh
Darrin McCartney
Jill Roberts
Frank Veneman
Lynn Webster

In attendance:

Stan Atkins – Group CEO
Lorraine Davis – Chairman
Denise Hanson – Head of Technical Services
Maureen Kelso – Senior Verifier
Marion Wood – Minute Taker

Apologies:

The meeting opened at 11.30 hrs.

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

The Chairman asked for the minutes of the 2020 AGM to be approved.

Proposer: Soo Bartholomew
Seconder: Jill Roberts
All in favour

The Chairman asked for 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 2020.*

Proposer: Lynn Webster
Seconder: Darrin McCartney
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.*

Proposer: Jill Roberts
Seconder: Lynn Webster
All in favour

Resolution 3: *To consider and if thought fit, vote by special resolution to change the Company name of BICS Business Services to BICS Training & Services Limited*

Proposer: Soo Barthomomew
Seconder: Matt Dean
All in favour

This concluded the formal business of the meeting. There being no further business the AGM meeting closed at 11.35 hrs.

The Chairman advised that Melanie Richardson and Sean Edwards would be standing down from Council. The Chairman thanked them both for their service to Council.

The Chairman announced and welcomed two new representatives to Council:

1. Wendy Glasgow will be the new Corporate Representative
2. Hamid Ghadry will be the new Co-opted Representative

The Chairman announced one new Fellowship for Dr. Andrew Kemp.

The Chairman congratulated Dr. Kemp and presented him with the certificate.

End...