



NOTICE OF MEETING

Notice is hereby given that the fortieth Annual General Meeting of The British Institute of Cleaning Science Limited will be held in the Morgan Room at the Forest of Arden Hotel & Country Club, Maxstoke Lane, Meriden, Birmingham CV7 7HR on Thursday, 21st September 2023 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 2022.
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 no later than Friday 15th September 2023. 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 2023

2022 was another successful year for the Institute financially.

Corporate Membership has grown, and the Accredited Training Memberships (ATMs) are growing too, this has been strengthened by International ATMs and in particular growth in the Kingdom of Saudi Arabia.

The Virtual Training Suite launched in March 2021 has been a useful tool to the industry and by the end of 2022 had enrolments of more than 32,000, 22,500 of these took place during 2022. As can be seen from these numbers the growth of the Virtual Training Suite continues to exceed expectations.

The rebrand has ensured that BICSc has been refreshed and appears more modern in the marketplace and the BICSc brand remains strong.

The 2022 Awards returned to an evening event and was preceded by an exhibition and Industry Insights Conference, which was a successful event all round.

2023 is continuing the trends of 2022, international membership is growing, and continued development of the Virtual Training Suite including the introduction of Rolled Skills means this form of training remains strong and currently accounts for approximately 80% of all training. The Virtual Training Suite now means we can support our Accredited Training Members even more, with free demonstration videos and also provide alternative options for them to train with full training material.

During 2023 we also launched the BICSc Cleaning and Hygiene Audit App at the London Cleaning Show.

BICSc is keen to increase industry collaboration with other organisations within the sector as much as possible.

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 NINTH ANNUAL GENERAL MEETING
of
THE BRITISH INSTITUTE OF CLEANING SCIENCE

The Packington Room
The Forest of Arden Hotel & Country Club, Maxstoke Lane, Meriden, CV7 7HR
Thursday 22nd September 2022 @ 15.30 hrs

Attendees: (Members of BICSc)

Keith Baker
Soo Bartholomew
Delia Cannings
Matt Dean
Ron Dickin
Mike Fletcher
Hamid Ghadry
Lorraine Larman
Tom McCarthy
Darrin McCartney
Colm McGrath
Mervyn Perry
James Reynolds
Jill Roberts
Yvonne Taylor
Lynn Webster

In attendance:

Stan Atkins – Group CEO
Lorraine Davis – Chairman
Denise Hanson – Head of Technical Services
Kelsey Hargreaves – Assistant Technical Specialist
Maureen Kelso – Senior Verifier
Diane Latchford – Training & Verification Manager (Minute taker)

Apologies: none received

The meeting opened at 15.30 hrs.

The Chairman, Lorraine Davis, welcomed everyone to the meeting and reminded members that they are only entitled to vote if their subscription is paid in full and they are not an Honorary member.

The Chairman asked for the Minutes of the 2021 AGM to be approved.

Proposer: Soo Bartholomew
Secunder: Lynn Webster
A vote followed. All in favour

The Chairman asked for two 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 2021.*

Proposer: *Mike Fletcher*
Seconder: *Yvonne Taylor*
A vote followed. 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: *Lorraine Larman*
Seconder: *Jill Roberts*
A vote followed. All in favour.

This concluded the formal business of the meeting. There being no further business the AGM meeting closed at 15.37 hrs.

The Chairman advised that Andy Keogh's tenure on Council and come to an end. The Chairman thanked Andy for his service to Council.

The Chairman announced and welcomed two new representatives to Council:

1. Godfred Bonse from ABM will be the new Corporate representative
2. James Reynolds from ISS will be the new Co-opted Corporate representative

The Chairman announced the following Fellowships:

1. Fellowship for Mel Richardson
2. Honorary Fellowship for John Findlater

The Chairman congratulated Mel Richardson. John Findlater was unable to attend the AGM so his Fellowship was passed to Yvonne Taylor to forward to him.

End

Financial Statements

for the Year Ended 31 December 2022

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 2022**

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**The British Institute of Cleaning
Science Limited**

**Company Information
for the year ended 31 December 2022**

DIRECTORS: Mrs S Bartholomew
Mrs L J Davis
Mr S Atkins
Ms Y Taylor
Ms J Roberts
Ms W S Glasgow
Mr J Reynolds
Mr G Bonse

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)**

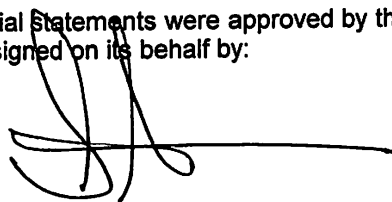
**Balance Sheet
31 December 2022**

	Notes	2022 £	£	2021 £	£
FIXED ASSETS					
Tangible assets	4		718,477		754,427
Investments	5		201		201
			<u>718,678</u>		<u>754,628</u>
CURRENT ASSETS					
Debtors	6	83,533		108,002	
Cash at bank and in hand		474,639		443,211	
		<u>558,172</u>		<u>551,213</u>	
CREDITORS					
Amounts falling due within one year	7	439,027		488,815	
NET CURRENT ASSETS			<u>119,145</u>		<u>62,398</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			837,823		817,026
CREDITORS					
Amounts falling due after more than one year	8		(229,791)		(246,527)
PROVISIONS FOR LIABILITIES			<u>(6,773)</u>		<u>(6,998)</u>
NET ASSETS			<u>601,259</u>		<u>563,501</u>
RESERVES					
Revaluation reserve			28,877		29,839
Income and expenditure account			572,382		533,662
			<u>601,259</u>		<u>563,501</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 28 June 2023 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 2022**

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.

Significant judgements and estimates

In the application of the company's accounting policies management is required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered relevant. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

(a) Deferred income

As stated in the 'Turnover' note, membership income is spread evenly over the period of the membership. Joining fees are deferred over the first year of membership.

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.

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2022**

2. ACCOUNTING POLICIES - continued

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.

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.

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2022**

2. ACCOUNTING POLICIES - continued

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 22 (2021 - 23).

4. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST					
At 1 January 2022	830,730	42,321	116,164	82,812	1,072,027
Additions	-	8,454	6,795	-	15,249
Disposals	-	(4,070)	-	(5,890)	(9,960)
At 31 December 2022	830,730	46,705	122,959	76,922	1,077,316
DEPRECIATION					
At 1 January 2022	130,587	32,573	105,648	48,792	317,600
Charge for year	21,301	8,724	7,912	7,372	45,309
Eliminated on disposal	-	(4,070)	-	-	(4,070)
At 31 December 2022	151,888	37,227	113,560	56,164	358,839
NET BOOK VALUE					
At 31 December 2022	678,842	9,478	9,399	20,758	718,477
At 31 December 2021	700,143	9,748	10,516	34,020	754,427

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2022**

5. FIXED ASSET INVESTMENTS		Other investments £
COST		
At 1 January 2022		201
and 31 December 2022		<u>201</u>
NET BOOK VALUE		
At 31 December 2022		<u>201</u>
At 31 December 2021		<u>201</u>
6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	2022	2021
	£	£
Trade debtors	37,576	37,078
Amounts owed by group undertakings	-	32,005
Other debtors	45,957	38,919
	<u>83,533</u>	<u>108,002</u>
7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	2022	2021
	£	£
Bank loans and overdrafts	16,736	15,998
Trade creditors	41,371	52,463
Amounts owed to group undertakings	5,210	100
Taxation and social security	19,481	21,153
Other creditors	356,229	399,101
	<u>439,027</u>	<u>488,815</u>
8. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR		
	2022	2021
	£	£
Bank loans	<u>229,791</u>	<u>246,527</u>
Amounts falling due in more than five years:		
Repayable by instalments		
Bank loans more 5 yr by instal	<u>154,797</u>	<u>174,861</u>
9. LEASING AGREEMENTS		
Minimum lease payments under non-cancellable operating leases fall due as follows:		
	2022	2021
	£	£
Within one year	6,413	1,780
Between one and five years	10,895	3,560
	<u>17,308</u>	<u>5,340</u>

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2022**

10. SECURED DEBTS

The following secured debts are included within creditors:

	2022	2021
	£	£
Bank loans	<u>246,527</u>	<u>262,525</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.

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.

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2022**

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.