



NOTICE OF MEETING

Notice is hereby given that the forty-first Annual General Meeting of The British Institute of Cleaning Science Limited will be held in the Woodland Conservatory at The Belfry Hotel & Resort, Sutton Coldfield, West Midlands, B76 9PR on Thursday, 26th September 2024 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 2023.
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 National Chair to arrive at the Institute's offices no later than Friday 20th September 2024. 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
Soo Bartholomew MBICSc
National Chair



Annual Company Secretary Statement – September 2024

The Institute managed a strong year in 2023.

Corporate, Individual and Accredited Training Memberships (ATM) have all seen growth. The growth in ATMs is mainly down to an increase in the number of International ATMs.

The Virtual Training Suite, launched in March 2021, remains very successful and by the end of 2023 it had reached more than 59,000 enrolments.

The 5 rolled skills courses, released through the Virtual Training Suite, consistently prove to be a popular addition, as do the existing and new free courses.

An Auditor's Guide to the NHS Efficacy and Technical Cleaning Audits course was the first CPD approved course, with more to follow in 2024.

The 2023 Awards returned to the Forest of Arden and was again a very successful day with the exhibition and Industry Insights Conference followed by the evening event.

During 2024, we also launched a new training app to give more flexibility for the candidates to learn.

BICSc is still building good collaboration relationships with other businesses to make the industry stronger.

A strong partnership is growing with SaveFast as BICSc exclusive training partner in the Middle East, Asia, and Africa.

The BICSc mission is still at the forefront and all the steps being taken are strengthening it.

Neil Spencer-Cook

BICSc Company Secretary

MINUTES OF THE FORTIETH ANNUAL GENERAL MEETING
of
THE BRITISH INSTITUTE OF CLEANING SCIENCE

The Morgan Room
The Forest of Arden Hotel & Country Club, Maxstoke Lane, Meriden, CV7 7HR
Thursday 21st September 2023 @ 15.30 hrs

Attendees: (Members of BICSc)

Lorraine Davis – Chairman
Soo Bartholomew – Deputy Chair
Stan Atkins
Matt Dean
Colin Hanks
Doreen Hutton
Hamid Ghadry
Lorraine Larman
Jonathan Mallon
Stacey McAllister
Darrin McCartney
Colm McGrath
James Reynolds
Yvonne Taylor
Frank Veneman
Lynn Webster

In attendance from BICSc:

Amelia Amesbury – Assistant Technical Specialist
Matt Evans – Digital Marketing Assistant
Denise Hanson – Commercial Director
Kelsey Hargreaves – Technical Specialist
Neil Spencer-Cook – Group MD
Sam Willson – Business Development Manager
Marion Wood – Communication & Event Management (minute taker)

Apologies:

Liz Smith-Mills
Mike Conroy

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 2022 AGM to be approved.

Proposer: Lynn Webster
Seconder: Hamid Ghadry
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 2022.*

Proposer: Darrin McCartney
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: Frank Veneman
Seconder: Lynn Webster
A vote followed – All in favour

This concluded the formal business of the meeting. There being no further business the AGM meeting closed at 15.33 hrs.

The Chairman expressed her thanks for the support she had received during her tenure and handed over the Chairmanship to Soo Bartholomew.

The new Chairman thanked Lorraine Davis for her service to Council, as well as Jill Roberts who had also stepped down earlier this year.

The Chairman announced and welcomed changes to Council following the recent election for Individual Member Representatives. The new Individual Council Members are:

- Hamid Ghadry
- Darrin McCartney
- Yvonne Taylor
- Frank Veneman

The Chairman was also pleased to announce a Fellowship for Lorraine Davis as voted by Council. The Chairman presented Lorraine with her certificate and her past Chairman's Medal.

End ...

Financial Statements
for the Year Ended 31 December 2023
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 2023**

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**The British Institute of Cleaning
Science Limited**

**Company Information
for the year ended 31 December 2023**

DIRECTORS:

Mrs D Hanson
Mrs S Bartholomew
Mr N Spencer-Cook
Mr H Ghadry
Ms Y Taylor
Ms W S Glasgow
Mr J Reynolds
Mr G Bonse
Mr D A McCartney
Mr G J Veneman

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 2023**

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible assets	4	706,096	718,477
Investments	5	101	201
		<u>706,197</u>	<u>718,678</u>
CURRENT ASSETS			
Debtors	6	122,279	83,533
Cash at bank and in hand		444,384	474,639
		<u>566,663</u>	<u>558,172</u>
CREDITORS			
Amounts falling due within one year	7	486,261	439,027
NET CURRENT ASSETS		<u>80,402</u>	<u>119,145</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>786,599</u>	<u>837,823</u>
CREDITORS			
Amounts falling due after more than one year	8	(212,313)	(229,791)
PROVISIONS FOR LIABILITIES		<u>(6,546)</u>	<u>(6,773)</u>
NET ASSETS		<u><u>567,740</u></u>	<u><u>601,259</u></u>
RESERVES			
Revaluation reserve		27,914	28,877
Income and expenditure account		539,826	572,382
		<u>567,740</u>	<u>601,259</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 31.10.2024 and were signed on its behalf by:



Mr N Spencer-Cook - 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 2023**

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 2023**

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 2023**

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 (2022 - 22).

4. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST					
At 1 January 2023	830,730	46,705	122,959	76,922	1,077,316
Additions	-	18,917	5,674	9,534	34,125
At 31 December 2023	830,730	65,622	128,633	86,456	1,111,441
DEPRECIATION					
At 1 January 2023	151,888	37,227	113,560	56,164	358,839
Charge for year	21,301	12,327	6,277	6,601	46,506
At 31 December 2023	173,189	49,554	119,837	62,765	405,345
NET BOOK VALUE					
At 31 December 2023	657,541	16,068	8,796	23,691	706,096
At 31 December 2022	678,842	9,478	9,399	20,758	718,477

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2023**

5. FIXED ASSET INVESTMENTS

	Other investments £
COST	
At 1 January 2023	201
Disposals	(100)
	<hr/>
At 31 December 2023	101
	<hr/>
NET BOOK VALUE	
At 31 December 2023	101
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At 31 December 2022	201
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6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade debtors	59,793	37,576
Amounts owed by group undertakings	8,056	-
Other debtors	54,430	45,957
	<hr/>	<hr/>
	122,279	83,533
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7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Bank loans and overdrafts	17,478	16,736
Trade creditors	53,887	41,371
Amounts owed to group undertakings	100	5,210
Taxation and social security	25,526	19,481
Other creditors	389,270	356,229
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	486,261	439,027
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8. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2023 £	2022 £
Bank loans	212,313	229,791
	<hr/>	<hr/>
Amounts falling due in more than five years:		
Repayable by instalments		
Bank loans more 5 yr by instal	133,848	154,797
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**The British Institute of Cleaning
Science Limited (Registered number: 01524014)**

**Notes to the Financial Statements - continued
for the year ended 31 December 2023**

9. LEASING AGREEMENTS

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

	2023	2022
	£	£
Within one year	6,413	6,413
Between one and five years	4,482	10,895
	<u>10,895</u>	<u>17,308</u>

10. SECURED DEBTS

The following secured debts are included within creditors:

	2023	2022
	£	£
Bank loans	<u>229,791</u>	<u>246,527</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

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2023**

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.