



NOTICE OF MEETING

Notice is hereby given that the forty-second Annual General Meeting of The British Institute of Cleaning Science Limited will be held in the Grand Prix Suite at Whittlebury Park, Whittlebury, Near Towcester, Northamptonshire NN12 8QH, on Thursday, 25th September 2025 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 2024.
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 19th September 2025. This will be raised if there is an 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 2025

In 2024, the Institute experienced significant growth.

Corporate Membership, cards and certificates have seen a growth in 2024. The increase is due to the increase in Accredited Training Members using the CPSS app.

The Virtual Training Suite remains increasingly successful and reached a milestone of 100,000 enrolments. Free modules such as Understanding PPE and Chemical Hazard Pictograms have been refreshed.

Three more courses are now CPD approved, (The Theory of Cleaning Inspections, Principles of Health & Safety, and finally A Cleaning Operative's Guide to the NHS Technical Cleaning Audit).

The Cleaning Professional Skills Suite (CPSS) V3.1 was launched to enhance accessibility and ensure the skills suite remained valid in the marketplace.

The 2024 Awards took place at the Belfry Hotel & Resort, and this proved to be another successful event, with the day conference giving further insight.

2024 saw more collaborations in particular with the CSSA where we started the Future of Cleaning Initiative.

The partnership with SaveFast is growing and is seeing the positive impact in the Middle East, Africa and Asia. There is a major upturn in the number of candidates holding BICSc skills in these regions. During 2024, several government mandates were created in these regions mandating BICSc qualifications.

The BICSc mission statement remains at the forefront of all decisions being made.

Ginny Dunford

BICSc Company Secretary



MINUTES OF THE FORTY FIRST ANNUAL GENERAL MEETING
of

THE BRITISH INSTITUTE OF CLEANING SCIENCE

The Woodlands Conservatory
The Belfry Hotel & Country Club, Lichfield Road, Sutton Coldfield. B76 9PR
Thursday 26th September 2024 @ 15.30 pm

Attendees: (Members of BICSc)

BICSc Council:
Soo Bartholomew – Chair
Yvonne Taylor – Deputy Chair
Mike McCarthy – Council Individual Member
Darrin McCartney – Council Individual Member
Frank Veneman – Council Individual Member

Paul Ashton
Heather Cracknell
David Garcia
Doreen Hutton
Dr Andrew Kemp
Lorraine Larman
Jonathan Mallon
Stacey McAllister
Lynn Webster

In attendance from BICSc:
Amelia Amesbury – Assistant Technical Specialist
Denise Hanson – Commercial Director
Kelsey Hargreaves – Technical Manager
Neil Spencer-Cook – Group MD
Marion Wood – Council Co-ordinator (minute taker)

Apologies: none

The meeting opened at 15.30 hrs.

The National Chair, Soo Bartholomew, 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 2023 AGM to be approved.

Proposer: Lynn Webster
Seconder: Lorraine Larman
A vote followed – All in favour

REGISTERED NUMBER: 01524014 (England and Wales)

Financial Statements
for the Year Ended 31 December 2024
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 2024**

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**The British Institute of Cleaning
Science Limited**

**Company Information
for the year ended 31 December 2024**

DIRECTORS:	Ms D Hanson Mrs S Bartholomew Mr N Spencer-Cook Ms Y Taylor Ms W S Glasgow Mr G Bonse Mr G J Veneman Mr M A McCarthy Mr S Dove Mr M Meredith
SECRETARY:	Mrs V N M Dunford
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 2024**

	Notes	2024 £	2023 £
FIXED ASSETS			
Tangible assets	4	680,765	706,096
Investments	5	101	101
		<u>680,866</u>	<u>706,197</u>
CURRENT ASSETS			
Debtors	6	98,320	122,279
Cash at bank and in hand		575,559	444,384
		<u>673,879</u>	<u>566,663</u>
CREDITORS			
Amounts falling due within one year	7	534,416	486,261
NET CURRENT ASSETS		<u>139,463</u>	<u>80,402</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>820,329</u>	<u>786,599</u>
CREDITORS			
Amounts falling due after more than one year	8	(184,780)	(212,313)
PROVISIONS FOR LIABILITIES		<u>(6,320)</u>	<u>(6,546)</u>
NET ASSETS		<u><u>629,229</u></u>	<u><u>567,740</u></u>
RESERVES			
Revaluation reserve		26,951	27,914
Income and expenditure account		602,278	539,826
		<u><u>629,229</u></u>	<u><u>567,740</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 Income Statement has not been delivered.

The financial statements were approved by the Board of Directors and authorised for issue on 10/06/25 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 - continued
for the year ended 31 December 2024**

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 2024**

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 23 (2023 - 22).

4. TANGIBLE FIXED ASSETS

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST					
At 1 January 2024	830,730	65,622	128,633	86,456	1,111,441
Additions	-	17,074	1,749	1,430	20,253
At 31 December 2024	830,730	82,696	130,382	87,886	1,131,694
DEPRECIATION					
At 1 January 2024	173,189	49,554	119,837	62,765	405,345
Charge for year	21,301	11,033	4,698	8,552	45,584
At 31 December 2024	194,490	60,587	124,535	71,317	450,929
NET BOOK VALUE					
At 31 December 2024	636,240	22,109	5,847	16,569	680,765
At 31 December 2023	657,541	16,068	8,796	23,691	706,096

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2024**

5. FIXED ASSET INVESTMENTS		Other investments £
COST		
At 1 January 2024 and 31 December 2024		101
NET BOOK VALUE		
At 31 December 2024		101
At 31 December 2023		101
6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	2024	2023
	£	£
Trade debtors	44,754	59,793
Amounts owed by group undertakings	124	8,056
Other debtors	53,442	54,430
	<u>98,320</u>	<u>122,279</u>
7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
	2024	2023
	£	£
Bank loans and overdrafts	27,533	17,478
Trade creditors	54,680	53,887
Amounts owed to group undertakings	100	100
Taxation and social security	20,907	25,526
Other creditors	431,196	389,270
	<u>534,416</u>	<u>486,261</u>
8. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR		
	2024	2023
	£	£
Bank loans	184,780	212,313
Amounts falling due in more than five years:		
Repayable by instalments		
Bank loans more 5 yr by instal	74,647	133,848
9. LEASING AGREEMENTS		
Minimum lease payments under non-cancellable operating leases fall due as follows:	2024	2023
	£	£
Within one year	7,228	6,413
Between one and five years	11,040	4,482
	<u>18,268</u>	<u>10,895</u>

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

**Notes to the Financial Statements - continued
for the year ended 31 December 2024**

10. SECURED DEBTS

The following secured debts are included within creditors:

	2024	2023
	£	£
Bank loans	<u>212,313</u>	<u>229,791</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 2024**

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.