



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 1 September 2019 To 31 August 2020

Charity name: Hardwick 3.15 Club

Charity registration number: 1045652

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Objectives and Activities

Heading	SORP Reference	Description
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objectives of the club are to offer and provide wrap-around care for children aged 4-14 years old attending Hardwick and Cambourne Primary School. The school and the club operates over two campuses in, Hardwick and Cambourne.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The club is open Monday to Friday (term time only) and offers a breakfast session (running from 8-8.50 am) and an after-school session (running from 3.30-6 pm).</p> <p>The club was first established in Hardwick in 1992 to provide after school care for children attending Hardwick Community Primary School. In 2013 the school took over the running of a primary school in Cambourne and renamed itself "Hardwick and Cambourne Community Primary". At the same time the club expanded its services to incorporate the new site.</p> <p>At the club children are cared for in a secure and relaxed environment. They are given the freedom to make their own choices and plenty of encouragement to enable them to feel comfortable in their surroundings and develop their independence as well as their social skills.</p> <p>The club provides a wide range of daily play activities including arts and crafts, a home corner, pool table, table tennis, outdoor play, musical instruments, books, video games, DVD's, and I.T. facilities. It prides itself on offering healthy snacks including a daily selection of fresh fruit and vegetables as well as snacks such as pasta, toast, soup and crumpets. At our breakfast sessions children are offered a selection of (non-sugary) cereals and toast with milk and fruit juices.</p>

		<p>Importantly the club strives to offer, a safe and secure environment at both sites, with well-trained and qualified staff, and a door-to-door class pick-up service.</p> <p>Membership of the club is restricted to the parents/carers of children attending the school at either site.</p> <p>The club continues to be run by a small committee of dedicated parents (in spite of the large number of users).</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The club continues to benefit the public by providing high quality, low fee wrap-around care for the children of Hardwick and Cambourne Community Primary School.

Additional information (optional)

You may choose to include further statements where relevant about:

Heading	SORP Reference	Description
Policy on grant making	Para 1.38	The charity does not issue grants.
Policy on social investment including program related investment	Para 1.38	The charity does not make social investments, beyond investment for the benefit of its members as described in its governing document.
Contribution made by volunteers	Para 1.38	No further statement
Other		No further statement

Achievements and Performance

Heading	SORP Reference	Description
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>This year the club has achieved survival during a pandemic (Covid-19) in which nationally schools were shut, limiting the clubs' attendance and thus constraining its finances. Through careful management it achieved the retention of the majority of its well trained staff and reduced operation at both sites, enabling a smooth restart of operations (following government guidance) upon the return of children to the respective schools in March 2020. In turn enabling parents of the children who attend, a smoother transition as their working requirements transformed.</p> <p>The club has now been running over two sites for several years and is increasingly popular with children and parents for the provision of after school care both in Hardwick and Cambourne.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Heading	SORP Reference	Description
Achievements against objectives set	Para 1.41	No further statement
Performance of fundraising activities against objectives set	Para 1.41	No further statement
Investment performance against objectives	Para 1.41	No further statement
Other		No further statement

Financial Review

Heading	SORP Reference	Description
Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a healthy financial position.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are set aside to provide for expenditures from the unencumbered balance for continuing appropriations (equipment and activities), economic uncertainties, future apportionments, and pending salary increases for both sites. The necessity for the charity to hold reserves has been proven this year as only via these reserves has the club been able to survive and reopen seamlessly.
Amount of reserves held	Para 1.22	£50,000.
Reasons for holding zero reserves	Para 1.22	Not Applicable – the charity holds reserves
Details of fund materially in deficit	Para 1.24	Not Applicable – the charity is not in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	COVID-19 has placed unusual conditions for the ability of a socially minded activities club to operate. The chair and trustees have put together a robust strategy for coming out of this pandemic, it will be key to this strategy however that sufficient parents require the services of the club. For example, if there is a significant continued trend towards home-working. Our current projections for attendance from September 2021 onwards do not reflect this, but it remains an area of uncertainty nationally and therefore a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

Heading	SORP Reference	Description
The charity's principal sources of funds (including any fundraising)	Para 1.47	The club's principal source of funds are its childcare fees. Occasionally the club engages in small charity fundraising events but has not for a number of years and has no current plans to do so at this time.
Investment policy and objectives including any social investment policy adopted	Para 1.46	No further statement
A description of the principal risks facing the charity	Para 1.46	The clubs' primary risk is a significant shift in parent home-working. The Hardwick site has a medium term infrastructure risk due to new buildings being developed by the village/school councils/parish.
Other		

Structure, Governance and Management

Heading	SORP Reference	Description
Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are selected after an interview process and appointments by a majority vote by all currently acting committee members and subject to the relevant DBS & EY2 checks.

Additional information (optional)

You may choose to include further statements where relevant about:

Heading	SORP Reference	Description
Policies and procedures adopted for the induction and training of trustees	Para 1.51	No further statement
The charity's organisational structure and any wider network with which the charity works	Para 1.51	No further statement
Relationship with any related parties	Para 1.51	No further statement
Other		No further statement

Reference and Administrative details

Charity name	Hardwick 3.15 Club
Other name the charity uses	-
Registered charity number	1045652
Charity's principal address	Hardwick Community Room Hardwick Primary School, Limes Road. Hardwick Cambridge CB23 7RE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Philip Coverdale	Chair	December 2020	Committee
2	Christopher Mela	Treasurer	December 2020 (Took up role of Treasurer, previously committee member)	Committee
3	Lucy Brunning	Secretary	February 2019 to present	Committee
4	Caroline Sarah Marriage	Trustee	February 2020	Committee
5	Johanna Powell	Trustee	February 2020	Committee
6	Louise Boyd	Trustee	February 2020	Committee
7	Sharon Turner	Trustee	September 2020	Committee

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
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-	-	-

Name of chief executive or names of senior staff members (Optional information)

-	-	-

Exemptions from disclosure

Reason for non-disclosure of key personnel details

No Exemptions



Other optional information

None

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Philip Coverdale	Christopher Mela
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	07/06/2021	07/06/2021

Hardwick 3:15 Club

Profit and Loss Report

01 September, 2019 - 31 August, 2020

Analysis Type: All, Analysis Category: All

Sales

4000 - School Club Fees	57,977.55	
4900 - Other income	89.59	
4999 - HMRC - Job Retention Scheme	20,461.31	
	Total Sales	£78,528.45

Direct Expenses

Total Direct Expenses	£0.00
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GROSS PROFIT / LOSS	£78,528.45
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Overheads

7000 - Employee costs	62,604.23	
7007 - Employer's Pension	265.07	
7100 - Rent and Rates	7,095.00	
7400 - Equipment	1,041.42	
7500 - Consumables & Food	4,138.05	
7600 - Activities	378.73	
7610 - Insurance	369.58	
7700 - Telephones	284.68	
7800 - Miscellaneous	6,269.43	
	Total Overheads	£82,446.19

NET PROFIT / LOSS	-£3,917.74
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Charity number: 1045652, Registered: England and Wales

Hardwick 3.15 Club

Independent Examiner's Report

For the year ended 31st August 2020

Hardwick 3.15 Club

Independent Examiners Report for the year ended 31st August 2020

To the Trustees of Hardwick 3.15 Club

I report on the accounts of the charitable trust, Hardwick 3.15 Club (reg. no.: 1045652) for the year ended 31st August 2020.

Respective responsibilities of Trustees and Examiner

As the charity's Trustees, you are responsible for the preparation of the accounts. You consider that an audit is not required for the year ended 31st August 2020 under section 144 of the Charities Act 2011 (the "Act"), and that an independent examination is needed.

It is my responsibility to:

- i) examine the accounts (under section 145 of the Act),
- ii) to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act), and
- iii) to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention (other than that disclosed below):

- i) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - a. to keep proper accounting records in accordance with section 130 of the Act; and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date: 26 January 2021

Best4business Accountants & Co. Ltd.

9 Caxton House
Broad Street
Cambourne
Cambs
CB23 6JN



James Worboys ACCA ATT

For and on behalf of Best4business Accountants & Co. Ltd.