

RIPON COMMUNITY LINK COMPANY LIMITED ANNUAL REPORT

YEAR ENDED 31ST MARCH 2024



Ripon Community Link Company Limited

Year ended 31 March 2024

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Chief Executive's Report

Introduction to the Charity

Ripon Community Link is a key provider of Day Care Services in Ripon and District, where we offer a broad range of learning opportunities for adults and young people with learning disabilities, referred to as Members throughout this report, and by doing so also support their families with respite. We aim to provide a wide range of opportunities in our day care support to enable our Members to develop and learn new skills, across a range of activities in a broad and varied timetable approach and work-based opportunities in horticulture, catering, retail and woodwork. We aim to deliver outcome-focussed support, using person-centred approaches to set goals, deliver learning support and review and record every individual's achievement.

We deliver our services at Ripon Walled Garden, and in the local community. The activity timetable is broad, and individualised timetables are tailored to each Member's needs and assessed and agreed goals. Timetable opportunities for Members include work-based skills in horticulture, retail, and cafe, catering and sports, health and wellbeing, and learning core skills such as numeracy and literacy and the environment. We aim to deliver positive outcomes for all those we support and celebrate every person's talent and contribution to our community.

We have a strong partnership with Evolve, Craven College, on which we place great value. The partnership enables us to provide work experience at Ripon Walled Garden in the garden, where students can achieve qualifications.

As a Charity we receive social care funding, generate income from our work-based opportunities for Members and undertake fundraising activities, following best practice, and always operating within Fundraising Regulator Guidance.

As we prepare our Annual Report, we are facing the challenge and consequences of the highest inflationary increases in 40 years and the subsequent cost-of-living crisis. However, we remain more committed than ever to ensure we can continue to support our vulnerable beneficiaries delivering our charitable objectives, and to develop our reach to support more people who need our services.

Over the past year we have delivered high quality services to more people, and simultaneously continued to develop our on-site facilities, celebrating the opening of a brand-new shop and café which provides increased capacity but importantly will aid our reliance and financial stability in the current economic climate.

We are very grateful to all of those who have supported us both financially and with their time, we simply wouldn't be able to deliver what we do without them.

The Charity's Strategy, Vision, Mission, and Values

During the financial year 2023/2024 we reviewed and renewed our strategy building on the success of our previous strategic plan. The strategy carries forward the original key strategic aspirations, with the addition of the environment. The strategy aims to ensure we are fit for the future and have one team working together to ensure we are delivering the best possible care, support and opportunities to local people with learning disabilities and facilities to enable us to do so and meet local identified need. The Board have structured subcommittees to enable support, monitoring, and scrutiny of the delivery of the Strategy.

The overview of the Strategy is illustrated in the diagram below.

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Diagram 1. Our Strategic plan 2024-2027



Ripon Community Link operates within our Values of **Individuality**, **Excellence** and **Kindness** as appear in the illustration below:

Diagram 2. Our Vision and Values



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Achievements and performance

The Trustees have chosen to report our achievements and performance of the last 12 months under specific headings as detailed below.

As we reflect over the past year, a year that we faced unprecedented inflation, at the highest levels for 40 years and the economic uncertainty of the cost-of-living crisis and wars in Ukraine and Gaza, we have continued to strive for excellence in our delivery of services and pursuit of financial resilience. Despite these challenges we are proud of our many achievements and performance in a world of uncertainty, which have been possible only due to incredible support from donors, grant making foundations and supporters alongside a loyal and hardworking staff and volunteer team, in addition to strong relationships with our commissioning partners.

Member Services

Members are offered a wide variety of supported activities to develop their skills and grow in confidence, with a focus on community integration to ensure Members are firmly rooted in society, and overcome barriers to disability. We promote independence, providing educational opportunities and practical work-based experience. For some Members we will support them for many years where others we may support for shorter periods for example college holidays.

We offer a vital day care service to vulnerable people, to give quality of life, social opportunities and friendships, support health and wellbeing, encourage independence and provide essential respite for their carers. We also support their broader wellbeing and will work with families to guide and support transition into supported living or housing.

At Ripon Walled Garden, where all our services are now delivered from, we provide a unique supportive nurturing and caring service in a beautiful location. At the historic 4-acre Walled Garden, previously the Bishops Palace kitchen gardens, we operate a small garden centre, and Members and visitors can also enjoy the Victorian Orchard and Woodland and our brand-new shop and café provides incredible Member opportunities. Here we offer training and supported activities to Members in horticultural, retail and catering enterprises, allowing practical work, and learning experiences to support independent living. Work based activities are available for Members alongside fully timetabled classroom-based activities now delivered from the purpose-built Woodland Lodge and the Garden Room, including drama, arts, crafts, numeracy, literacy, dance, and sports, a rambling group, swimming, and gym and independent living such as visiting a supermarket and travel training.

We support people who have a range of mild and moderate learning disabilities, some of whom may also have a physical disability, with the most common being Downs Syndrome, Autism, and Global developmental delay. We provide high quality comprehensive services to our Members to keep them safe, to help them learn skills that will support them in their lives outside of the Charity, promote independence, self-esteem and confidence and their physical health and wellbeing.

We take a holistic approach to our care. Our day services provide vital respite for our 100 plus Members' carers. Some Members live in supported housing; however, many still live at home with aging parents. The respite is essential to carers ensuring they can keep caring.

During the year we have reviewed and updated our approach to behaviour management, for those who on occasion have behaviour that challenges, and trained the team with the ethos of a "one team approach" with standardised processes.

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Ripon Community Link's primary commissioner is North Yorkshire Council. Referrals are usually made via social workers, our Social Care Manager and the care team will assess an individual's needs and they are supported to make decisions about their individualised timetable, which is designed to meet their assessed needs for learning and support. All activities, in every area are underpinned by development of core skills such as numeracy, literacy, social skills, independence- all at the individual's level. On an ongoing basis, Members are regularly assessed so we can monitor and develop care plans.

The Trustees take care to ensure that limited charitable resources are directed where they have most impact. Impact is measured through Member targets and annual surveys, quantitatively and qualitative measurements, monitoring of capacity and demand, referrals and waiting lists, reported to the Trustee subcommittee for Strategy, Assurance and People. In the financial year 2023/2024 2601 sessions to our Members have been delivered. Sessions may have between 4-14 Members in each session, on average this is Most Members attend 3-5 days per week with a session being a morning or afternoon. In the year we delivered a staggering 15,402 individual sessions of care.

There were 11 new referrals of individuals who now attend the service. 3 have left the service, with 2 moving out of the area. The referrals have on the whole been more complex, with 7 of the 11 requiring 1:1 support, we also have 3 Members who now require 2:1 support. The table below shows key metrics and demonstrates the huge impact we have for people with learning disabilities and our growth over the past 3 years.

	2021/2022	2022/2023	2023/2024
Number of Members	50	53	59
Number of timetable sessions delivered annually	1860	2570	2601
Number of individual sessions of care delivered			15,402

Most of our Members are referred through North Yorkshire Council to access our services from surrounding towns and villages such as Harrogate, Thirsk, Catterick and Pateley Bridge. Minority ethnic groups in North Yorkshire are low. A research study carried out by the North Yorkshire Equality and Diversity Strategic Partnership in 2016 found that across North Yorkshire the BAME community represent 5.25% of the population (30,917 of population of 598,376). However, the catchment we draw from have 3.25% of the population.

To promote diversity and inclusion, the Charity works with the council, and Ripon Cathedral, a local city of Sanctuary and the local community. Our Members are truly involved, for example members participate in watering and planting flower beds at the Cathedral and perform in events such as Sights and Sounds, an annual Harrogate Borough Council and Ripon my Neighbourhood event.

We operate safe and fair recruitment practice and encourage applications from all backgrounds. In essence, our Charity is all about equity for Members and all stakeholders. Our passion to create conditions that allow all of our Members to reach their full potential and be part of society is an implicit goal.

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Safeguarding is a high priority; we have robust internal systems for reporting cause for concern through to full safeguarding referrals. We have an organisation wide approach to Safeguarding; any staff Member or volunteer can raise a cause for concern. We have staff trained level 1-3 with a qualified social worker being our internal Safeguarding lead. All Safeguarding incidents are reviewed by the CEO following the Social Care Managers review using the internal decision-making framework for outside referrals to the local team who we have a good relationship with and regular contact. All external Safeguarding alerts are also reported to the Charity Commission and the Boards of Trustees see a dashboard of referrals to identify trends. This year we have further enhanced our Safeguarding practice and now have a team of 4 responders.

Throughout the year Members enjoyed a wide range of activities as part of their timetables. We have celebrated being able to return and fully integrate in the community now that Covid restrictions are scaled back. Members have had a busy year with a Member show in April 2023, through to rehearsals beginning in Sing and Sign, Drama, and Dance as well as stage production in Arts and Crafts sessions and woodwork for our hugely successful Mary Poppins show in April 2024.

Members also practiced their skills in performing when we celebrated a 6-week spectacular of "Alice in Wonderland" across the summer of 2023. In sessions, busy creating and making scenery to decorate the entire site, to learning drama roles for mini performances, supported with costumes and storey telling children's activity, this event gave our Members opportunity to socialise, with a large volume of visiting public. All the time overcoming barriers to disability but critically re-integrating Members who had been socially isolated through the pandemic to re-learn and practice vital communication skills, build confidence and self-esteem. The event brought many people to the garden spreading the word about our work and growing our supporter base.

Members also performed in "Last Night of the Proms" a hugely successful event organised by Ripon Rotary with our Charity and Motor Neurone Disease charity as the key beneficiaries. Our Members had a unique opportunity showcasing their singing and sign language skills to over 300 people- a great way to demonstrate the unique skills of the learning-disabled community. Members also took part and enjoyed greatly performing at the Ripon Theatre festival.

Community activities such as swimming, cycling, and visiting the gym all recommenced as the covid restrictions have now ended. Members built on their success for the second year their own Member designed and led newsletter, and the Members Voice Group, feeding directly into the Board of Trustees is going from strength to strength, with one outstanding area of influence being in the design of our new brand development.

Thanks to a grant from the Police Commissioner fund, new laptops were purchased and set up specifically for Members with a Member bespoke IT skills and internet safety course successfully delivered.

Members were also pivotal in planning and designing Phase 2 of our Sensory Garden, kindly supported by the National Garden Scheme and Two Ridings and by Skell Valley, National Trust project, who generously repaired pathways in the Orchard ensuring disabled accessibility for all. We have also focussed on skills development such as Basic food Hygiene and an IT safety course for Members.

To be able to deliver such impact we are incredibly grateful to the Rank Foundation, Ripon City Council and the Shears Foundation, whose grants support directly staff costs.

Shop and café development

The focus of our year has been designing our Member model for the new shop and café facility, designing the building itself, fundraising, and completing building works which has been only possible due to the generous support from Trusts and Foundations.

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The Tearoom closed in 2020 due to Covid restrictions, the building was re-purposed as a classroom. In the short term we opened a takeaway kiosk in the garden, outperforming budgeted expectations. Closing the Tea Room provided opportunity to review the catering model, putting Members at the heart of the new design. In 2022/2023 the small old tearoom was fully renovated to provide a dedicated catering kitchen, complete with motorised stainless parry tables, and fully wheelchair accessibility so all Members regardless of ability can participate. This is key as Members help prepare a wide range of cakes and traybakes for the menu in our new café.

Building on the success of the kiosk, in January 2023 we submitted a planning application for a purpose-built shop and café facility, designed to offer more opportunities to more Members and supporting charity financial resilience. The range of skills for Members from learning about retail and catering, underpinned by numeracy, literacy, money recognition and management to the development of social skills, following instructions, interacting with people in the community, all build a wide range of skills supporting independent living and developing confidence and self-esteem for our Members,

Our planning application was approved at the end of March 2023, ambitious and successful fundraising took place, a tender for the building contractor and the build itself, culminating in the grand opening of the facility on the 7th of October 2023 by the Lord Lieutenant for North Yorkshire.

Our thanks to the Lloyds Foundation, Mein Trust, Kirby Foundation, Bernard Sunley Foundation, Bruce Wake Charitable Trust, Liz and Terry Bramhall Foundation, National Lottery Awards for All, Percy Bilton Foundation, Marshall Viggars Foundation, Clothworkers Foundation, Baily Thomas Foundation and Ocado, Harrogate Round Table for so generously supporting the build and fit out and equipment for the project.

We are also indebted to the National Lottery Reaching Communities who have supported staffing costs over 3 years to enable us to develop the model at the Members pace, as we grow our customer base and support so that we can fully fund through generated income the model over time, improving lives for our Members and a community facility to visit and enjoy, creating a diverse society overcoming barriers to disability.

Environmental Impact

The cafe has been built with the environment in mind, as a wooden building with its renewable nature, and to fit into its location at the Walled Garden. Along with solar panel installation, and IBC water collection tanks so we can collect our rainwater, and use to water plants in the garden nursery, and with our plot to plate ethos, reducing food miles and our carbon footprint we are aiming to be as sustainable as possible. We also compost our food and plant waste to use in our own gardens. For much of the year we have collected recycling from local business and continue to recycle as much of our own waste as possible reducing landfill. Members are actively supported to consider their own impact on the environment from recycling to Woodland Champions sessions on the timetable.

Gardens for all to enjoy

We are forever mindful that every day we enjoy our beautiful environment at the Walled Garden, we are simply custodians of a historic site as the former Bishops' Palace gardens. With our strong environmental ethos, we are mindful of caring for the environment in which our Members thrive. We continue with our orchard replenishment plan and have replanted alongside ancient apple trees so that the Orchard will thrive for many years to come.

Phase 2 of the sensory Garden has created a place for Members and visiting public to enjoy the benefits to health and wellbeing of being in peaceful surroundings, where all our Members can enjoy the sensory experience irrespective of disability.

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Skell Valley have again supported us enormously with volunteers helping to clear invasive species in the Woodland and by improving accessibility alongside pathway renovation in the Orchard. Many other grant making foundations have supported us with equipment to improve Member and volunteer involvement in the gardens.

Furthermore, we have been able to take on our own Apple Pressing, previously outsourced. Learning this skill in house, involving Members and volunteers in the process of growing apples, and pressing and pasteurising to seeing our own Apple Juice on the shelves of the cafe has been a hugely rewarding process, with our Apple Day event being its most successful to date.

We have also attended Open Garden events with our wonderful Members, showcasing their hard work in our gardens in selling our plants whilst people enjoy the Open Gardens they visit.

Information Technology, Website and Social Media

We have continued to deliver in line with our IT and digital strategy further IT improvements in year. We have implemented an HR system, BREATHE system, increasing security.

Our Member record and fundraising systems are now fully electronic, GDPR compliant, ensuring that a Member of staff has the most up to date access to a Member record including health and safeguarding. This ensures contemporaneous record always keeping and access to the most up to date information improving Member safety.

PCI compliance has been achieved on all merchants for card payments protecting customer data.

Members in retail and the café have been taught how to use the Kudos Till system helping them to recognise and manage money, as well as being pivotal in developing social skills as Members are supported to serve customers.

The use of IT has remained a strong focus in our service delivery, with dedicated equipment for Members with enhanced security settings and delivery on an IT and Internet safety course.

We have also further improved our Social Media presence, raising the profile of the Charity in the local community, and offering an additional communication tool to stakeholders, with our Communications officer undertaking training to write our Digital media strategy in the new financial year.

Branding and website

With support from the Lloyds Foundation, we have worked on a new brand for the Charity, which will be launched in June 2024, when a new website will also be available. Members, staff and volunteers have been consulted on the branding, with Member views being pivotal to the design of the new logo.

Education and Training

Staff education and training remains a priority, with a mandatory training and skills framework mapped for all staff roles, and core competency assessments in key areas, such as infection control. All staff have appraisals building on previous objective setting which has helped to keep staff motivated, understand what is expected of everyone in their individual role and their personal responsibility in collective responsibility for delivering high quality services.

Volunteer training is in place, with annual reviews with every volunteer identifying any training and development requirements. All staff and volunteers as appropriate are DBS checked.

Strengthening the Board of Trustees

Kevan Gredinzski, stood down in year as he stopped caring for a Member, however, to ensure we keep Member Voice at the heart of decision making, a parent now Chairs the Member Voice group and with our Chair of Trustees in attendance, ensures clear communication exchange directly between Members and the Board of Trustees.

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We continue with annual reviews for Trustees, focusing on personal contributions and Charity Governance. The diverse skill base of our Trustees will help us withstand future uncertainty and support our continuous service improvement.

Partnership Working

The CEO and Board recognise the importance of partnership working. The CEO has invested time with commissioning partners and is involved in several networking partnerships in addition to the partnership with Evolve college, whom we host their Horticultural College students and teachers 2 days per week. Partnership working supports innovation and improvements and opportunities to constantly develop, learn and improve whilst at the same time creating a diverse society on site. New partnerships include Ripon Museums Trust on the apple pressing project and National Trust through the Skell Valley project and working with Askham Bryan College with students attending our site from May 2024.

Strong Financial Management

Debt recovery is effective, and tight control of expenditure continues with cost efficiencies realised in many areas, but we have been keen to ensure that this has never compromised the delivery of high-quality services. Business contract negotiations have also given rise to reduced expenditure.

Utility costs have been staggering, with the entire financial year being out of a previous beneficial fixed rate. Core cost grants have been essential in helping us to manage costs. The addition of solar panels, we hope will aid moving forward.

Annual salary uplifts were awarded in January 2024 following significant consideration of the affordability and at the same time retaining a skilled and valued workforce and consideration of the substantial minimum wage rises. It is important that we invest in our staff and ensure that we retain our loyal and skilled workforce. The impact of the National Living wage rise, and the public sector strikes highlighting discontent during soaring inflation, were carefully considered by Trustees when awarding pay rises, underpinned by a desire to reward staff fairly but still within affordable limits.

The main commissioner North Yorkshire Council undertook a tender process for award of contracts in 2023. New fee rates were submitted and awarded in full for new contracts, unfortunately Member legacy contracts were not matched onto the new fee rates, which poses financial risk, as the cost of care increases. The Charity has therefore, worked even harder to drive efficiency, working to ensure that capacity and demand are closely matched and to increase Member numbers. We expect in the financial year 2024/2025 a 0 % inflationary increase on APL contracts, further driving the need for additional income sources and cost efficiencies.

A key part of assuring financial resilience for Ripon Community Link has been reducing the reliance on statutory funding over the past years. This has been achieved by increasing income generated, for example at the Walled Garden as well as increasing voluntary income in the form of both community fundraising and grant income.

We are incredibly grateful for all the support, time, skills and financial assistance shown to the Charity by supporters, major donors and grant making foundations over the last year which have both supported core costs and specific campaigns.

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Quality Assurance Framework

We have baselined our practice against best practice frameworks and have delivered a comprehensive development plan overseen the Strategy/Assurance/People subgroup, this helps drive continuous service improvement. With the implementation of the new commissioning framework, the County Council are introduced a Quality Assurance Framework known as PAMMS. RCL has baselined performance against this and meets all the quality thresholds, however, we are not complacent and will strive to always deliver quality above the minimum standard. This subgroup also monitors the Risk Register, escalating to the Board of Trustees.

Future Activities

The Trustees and Senior Leadership Team are remaining cautious and prudent given the uncertainty and economic impact of the cost-of-living crisis, against a backdrop of rising costs. Our priority remains reaching as many Members as possible who need our services, continuing to develop delivering high quality services and remain financially stable.

In the next financial year,

- St Wilfrid's Bungalow lease will terminate in August 2024, this will give rise to significant and much welcomed financial savings on property costs for the Charity.
- We will drive forward with the retail strategy for the shop and café building, providing more opportunities to more Members who will benefit from skills development opportunities, and we will carefully collect and scrutinise financial data, which will enable decision making leading to increased generated income supporting and striving for financial resilience.
- We will introduce bar coding into our Till systems, allowing for even more Member engagement, and stock control and clearer financial reporting.
- We will launch our new Brand with the re-brand kindly funded by the Lloyds Foundation, ensuring that we communicate carefully with all stakeholders so that they continue to identify with us, and aspire to increase our engagement with volunteers, customers, and new Members.
- We will launch our new Website and develop our digital media strategy, growing our stakeholder base.
- We will migrate to PeopleCloud, as our preferred platform for HR management with our new HR provider, with people Database, annual leave management and mandatory training compliance.
- We will continue to develop the Woodland and gardens, further enhancing the visitor experience so that our community continues to support us.
- We will delve deeper into capacity and demand, using data to drive our future Member capacity and at the same time identifying the facility needs to support growing demand for our services, with a Trustee led Task and Finish Group.
- We will begin a substantial project of maintenance on the Historic Wall West Wall to ensure we keep our entire community safe.
- We will plan the renovation of the remaining Historic Walls and scope the accommodation development for the Members mess, Potting shed and gardeners' office, so that our facilities match demand and are high quality.
- We will develop a new position of paid Volunteer Co-ordinator to support the work our voluntary Volunteer co-ordinator undertakes to a very high standard, so we may grow further our volunteer numbers and impact, and improve their on site experience, subject to funding.
- We will seek accreditation as a Disability Friendly employer.
- We will develop a programme to support our Members to improve their physical health, in recognition that people with a learning disability have higher levels of avoidable deaths, so that our Members can be as healthy as possible.

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- Our strong governance and financial management will always mean that we develop at a pace that is affordable. We will continue decision making on the grounds of affordability to ensure financial sustainability in both short and longer term.
- We commit ourselves to closely monitoring financial information, making well thought through decisions based on information available at the time, and being pragmatic to change decisions in line with the changing local and national picture, procurement as well as the economic environment.
- We commit ourselves to a future where our service is dynamic, innovative, and responsive to the needs of our Members. We will continue to be agile and adapt so that we can best support our Members and their families, at the same time balancing this with meeting the needs of our volunteer and staff workforce.

To be sustainable to develop and grow we will:

- Remain business focused whilst compassionate to our Members, always putting the Members at the heart of everything we do, operating by our Values of **Individuality, Excellence and Kindness** but ensuring our business focus will enable us to keep doing what we do best, long into the future.
- Assess future needs for learning disabilities on a population basis, working closely with our commissioning partners to ensure that our existing and future services are designed to deliver and meet need and align to commissioning priorities and models determined during procurement.
- Value, listen and engage our Members, Parents, Staff and Volunteers in all we do.
- Strive to grow our income to reach more people through our services.
- Develop IT technology to support our service delivery.
- Have a strong reputation and be trustworthy, using our resources carefully ensuring maximum impact and showing integrity to our donors, further developing our relationships with them.
- Invest in new ways to raise money at the same time as achieving greater efficiencies.
- Further develop and broaden the skillset of our Board of Trustees so that we can continue to be well led and well governed.
- Recruit staff effectively, increase volunteer numbers, identify new corporate partnerships.
- Work collaboratively with existing partners, commissioners, and other similar charities to ensure we complement other services and can embrace broader opportunities.

Given the challenges ahead, we continue to need to be prudent, responsive, and willing to respond quickly in the short term, whilst never losing sight of the need to invest in the future, and simultaneously developing and strengthening all income streams.

The current economic pressures have challenged our service and financial models, and our referrals are increasing, never has a charity like ours been more needed. With this in mind, we strive to deliver the highest possible quality of service, efficiently and effectively, continue to be aware of opportunities, collaborate and build long term resilience for the Charity.

Victoria Ashley, Chief Executive

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Trustees and Directors' Report

The Board of Trustees, who are also the Directors, of Ripon Community Link Company Limited presents its report and financial statements for the year ended 31st March 2024. These comply with the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to Charities preparing their accounts accordance with special provisions of the Small Companies Regime.

Objectives and Activities

The Charity's stated objectives within the Memorandum of Articles are as follows:

The relief of adults and young people with a learning difficulty resident in the Ripon area.

The provision in the interests of social welfare of facilities for the social education, recreation and leisure time occupation of adults and young people with a learning difficulty, with the object of developing and improving their conditions of life.

To promote any other charitable purpose for the benefit of adults and young people with a learning difficulty.

Principal Activities

The Charity fulfils its purpose through its principal activities of providing Day Care to support individuals with learning disabilities. The Charity at the end of the financial year had 59 members on register, with a total of 2,601 timetabled sessions of care delivered, or 15.402 individual sessions of care to Members and 9 horticulture students. A further increase on previous years. Between April 2023 and March 2024, we had 9 new referrals, and many Members increased how many sessions they attend the service.

Trustees regularly monitor our capacity and demand and any waiting lists in each area. This information is essential to ensure we are delivering value for money and are meeting charitable aims. The achievements and future for the Charity are included in the Chief Executive Report in detail. Throughout the year we have had waiting lists for specific sessions and times, and we have responded to increased need with agility by increasing session types available. In the new financial year a specific Task and Finish group to look at capacity and demand forecast in the future will commence.

Public Benefit

The Charities Act 2011 placed a requirement on the Charity Commission to produce a guide to charities on the newly created public benefit requirement. Trustees are required by the act to have regard to the guidance in their decision-making. The Trustees have considered the purpose, aims and objectives of the Charity and its current and planned activity against the Charity Commission's general guidance on public benefit. The Trustees are satisfied that the Charity's purpose, aims, objectives and activities are fully consistent with the charitable purposes as defined in the Charities Act 2011, where the charitable objective is to provide welfare, education, and leisure opportunities for adults with learning difficulties.

Structure, governance, and management

Ripon Community Link is a Charitable Company Limited by guarantee. Good Governance is key to the future success of the Charity and is essential in times of adversity and challenge, and to develop and sustain the Charity for the future. The Charity has further enhanced its leadership and governing body during the year and is confident it has a strong and highly skilled Chair, Vice Chair, Chief Executive, Leadership Team and Trustees who work extremely well together. There is a wide range of capabilities on the Trustee Board and leadership team which we will continue to add to in line with our skills matrix.

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To ensure our own best practice we regularly review Safeguarding Policies and Mandatory Safeguard Training for Staff, Volunteers, including Trustees is in place. The Social Care Manager is the Safeguarding lead and in this year, we have broadened the team with 4 individuals now trained as Safeguard responders. All safeguarding incidents are reported to the Board in summary reports. An escalation process is in place for external reporting, including to commissioners and the Charity Commission. In practice, we are confident that we have appropriate policies, procedures, training, shared understanding of the importance across the organisation and concerns are handled sensitively and appropriately withing best practice guidance. Safeguarding is discussed with staff at contact meetings. There is an open culture for raising concerns, with both staff and volunteers, who are also trained, are encouraged to do so.

Day to Day management

Trustees delegate day to day management responsibility to the Chief Executive, who in turn delegates some leadership functions to the Senior Leadership Team, which is comprised of the Chief Executive, Social Care Manager, Head of Member Services, and PA to the CEO / IT. The leadership team has a broad skill mix with those with staff with experience in learning disability settings, NHS, business, and Charity sector. In year there has been a restructure, internally promoting one of the Care coordinators to Care lead, who has also undertaken a management course, providing resilience in operational care leadership and creation of a new role of Catering lead, and Supporter Services lead.

The team takes collective responsibility for delivery of high-quality services, the Social Care Manager has worked hard with the team to ensure consistency of approach to assessment, goal setting, risk assessments and review of Member progress, to ensure our services are outcome-focussed and that we provide high quality services for all Members. Health and Safety is a top priority with the CEO and Head of Member services, and Trustee Chair of the Health and Safety subcommittee IOSH Level 3 trained completing refresher training in year, although not Mandatory there is a keen focus on keeping as up to date as possible.

People

The Trustees wish to record their thanks to all the Staff and Volunteers of the Charity, who are essential to the provision of high-quality services for our Members. Volunteers are critical to our success at the Charity.

Our people are our greatest asset, working together to deliver a service that is needed and appreciated by our Members and their families, we employ 32 people across the Charity, with 4 of these being seasonal workers of school/college age. We have increased our headcount with the creation of the café and retail project.

We welcome applications for employment from all prospective employees regardless of disabilities and are committed to developing practices that at the minimum meet legislative requirements and safe and fair recruitment.

The Board of Trustees introduced a Pay scale for parity and fairness of pay in January 2022, reviewed annually, considering the Cost-of-Living crisis Trustees have awarded pay rises in line with inflation, and above the Minimum Wage rises to both retain and reward staff.

Clear, concise, communications from the CEO to the Volunteer and Staff Team as well as regular parent/carer letters, started in the pandemic are now firmly embedded as regular practice. This has ensured truthful, accurate communication easing concerns, aiding wellbeing.

There is an annually reviewed Scheme of Delegation in place defining Board responsibilities and those of the CEO. CEO appraisal and objective setting is undertaken annually with regular reviews of objectives

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by the Chair and Vice Chair. The CEO and Chair regularly meet, the CEO also introduced objectives for staff clearly linked to organisational priorities.

Volunteers

Volunteers are enormously important to our organization and are an instrumental part of our team. They give generously of their time and energy and bring new skills and perspective, fun and friendship. Volunteers help our Members to grow in confidence, they support our profile within the community, they help with our fundraising efforts and work to maintain our beautiful Walled Garden.

The charity has a core base of 35 volunteers, including trustees, this number has remained stable over the year, with three new volunteers being recruited, and two volunteers moving to the staff team.

During the year our volunteers have kept the garden looking it's best and supported an orchard replenishment program, they continued to develop and improve the woodland and worked closely with staff to support Members in their classroom-based sessions.

Two of our volunteers supported a Member in the workshop enabling him to produce a toy box for his niece, this project gave him great satisfaction and improved his confidence. Another volunteer has for a second time delivered an internet safety course for Members, this time enhancing and extending it with basic IT Skills training. Volunteers have been invaluable in helping to get our café and retail area up and running, from decorating, stocking shelves to helping Members serve customers. Other volunteers support our outreach stalls, make items for sale in our shop, make wreaths for sale at Christmas and bake to support events. This is just an example of the many ways our volunteers support the charity and improve the environment and service we can offer to our Members.

The staff and CEO continue to work hard to develop and strengthen the charities relationships with Corporate Volunteers. We now have strong partnerships with Rudding Park, Wolseley, Menwith Hill, Briggs Engineering, Sedbergh School and Lightwater Quarries to name but a few. These corporate volunteers, complete large-scale projects on site, which we would not be able to undertake without them and they vastly improve our site. During the course of the year, we estimate that the value of our corporate volunteer's time was £7000. These relationships are mutually supportive; our Corporate Volunteers tell us how much they enjoy spending time with us, as our staff ensure they have meaningful projects to complete, giving them a real sense of achievement and our Members look after them with drinks and homemade refreshments. This year we have been delighted to further add to our partnerships, welcoming Ministry of Defence Volunteers to join our regulars of Briggs, Menwith Hill, Sedbergh School, Wolseley, Skell Valley, Ripon Fire Brigade, Rudding Park.

The Charity also continue our commitment to encouraging young people to make a difference to their communities through the power of volunteering. We regularly offer placements to Duke of Edinburgh students and students fulfilling their placement hours.

The charity never underestimates the value of our volunteers, we are grateful to each, and every one of them and are committed to constantly improving the volunteer experience. Volunteers are invited to complete an anonymous survey every year, they have an annual review with the volunteer lead, and they can add any suggestions they have into our suggestions box which is reviewed regularly by the SLT. Volunteers are also invited to an annual thank you party, where the CEO, Trustees and Members can express their gratitude in person.

Trustees

Trustees are elected, in line with Policy on recruitment for a three-year term and it is expected that they would normally serve up to two-three-year terms with the possibility of a further term, when skills can't easily be replaced.

Ripon Community Link Company Limited

Year ended 31 March 2024

There is no specified number of Trustees, but our aim is to maintain a diverse range of skills and experience to provide the broadest level of support to the CEO and Senior Leadership Team. When vacancies arise or are anticipated we consider the skills mix and diversity of continuing Trustees and determine skills required. A skills audit has been completed and feeds into an open and competitive recruitment process. A parent/carer has joined the Board following completion of active fair recruitment. We had one Trustee join the Board in September 2023, who made significant contributions to the Strategy review and Branding, he resigned in February 2024.

All Trustees give their time voluntarily and receive no benefits from the Charity, other than allowed expenses, which none currently claim. The Chair of Trustees carries out annual Trustee and governance reviews, including review of CEO performance and annual CEO appraisal.

Every Trustee who joins the Board is made aware of their legal responsibilities. Improved recruitment processes are stringent, including interview, references, DBS checks and Directors' checks. All new Trustees must complete interested parties' information and Fit and Proper person declarations.

The Charity has a Finance subcommittee, Health and Safety Subcommittee and Strategy/Assurance/People subcommittee. The subcommittees have bi-annually reviewed Terms of reference.

The Charity produces a financial dashboard bi-monthly to provide detailed focus on current financial position. This practice will be broadened with the introduction of dashboards and key performance indicators during the coming next financial year. All Trustees are expected to attend the Board meetings and to participate in at least one Trustee subcommittee. New Trustees are provided with a comprehensive induction.

Trustees elect a Chair and Vice Chair from their numbers. The Term of office is 3 years with an option to stand for a further 3-year Term. Trustees declare any interests that they may have outside of the Charity and a register is tabled at each Trustee, and subcommittee meeting. The Chair effectively encourages declaration, recognises, documents and manages conflicts of interest.

Trustees' Responsibilities

Company law requires the Trustees of the Charitable Company to prepare financial statements that give a true and fair view of the state of affairs of the Charitable Company at the end of the financial year and of its surplus or deficit for the financial year. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any discrepancies disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy the financial position of the Charitable Company, and which enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the Charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Ripon Community Link Company Limited

Year ended 31 March 2024

In accordance with S418 of the companies act 2006, as the Charity's directors, the Trustees certify that;

so far as we are aware, there is no relevant information of which the company's independent examiners are unaware; and

as the directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the Charitable Company's independent examiners are aware of that information.

Equality and Diversity

The Trustees are committed to diversity and providing equal treatment to all potential and existing staff, volunteers, and beneficiaries regardless of gender, race, ethnic origin, disability, age, sexuality, religion, or belief. All forms of unlawful and unfair discrimination will not be tolerated. All employees are treated equally. Selection for promotion, training or another benefit is based on ability. The charity has actively supported those with a disability into work and provided relevant adjustments.

Employee Information and feedback

Employees and volunteers have various options to have their views heard, through formal contact meetings for staff, and volunteer reviews, suggestion boxes, surveys, line management structure, Senior leadership Open Door policy, team meetings. In the past year we have introduced "What you said, what we did" where Members manage the process of collating suggestions from the various routes, recording and then escalating to the leadership team. Members maintain the display board so that they can actively see suggestions and outcomes and know that when they make suggestions they are listened to.

Each department is annually involved in priority and budget setting in their area. The CEO produces a monthly Bulletin for staff and volunteers, and improved IT systems with ensure organisation wide communications are cascaded efficiently and effectively. The introduction of BREATHE HR Database has also enabled us to further improve governance as we can track when staff have read and signed to say they understand and comply with Policies and Procedures.

Each year we conduct staff, volunteer, Member (in easy read) and Parent surveys to tell us what we are getting right, and what we can improve on. This is valuable feedback to drive our continuous improvements and once again have been wholly positive.

Financial review

Ripon Community Link had total incoming resources of £946,913 and expenditure of £762,944 in the financial year. The Charity was budgeting for a deficit budget at the beginning of the financial year (excluding capital grants), which has been regularly reforecast. Overall financial performance has been better than anticipated however the capital grants do mask the real overall position.

The surplus of £183,969 is largely due to monies received for capital expenditure totalling £129,564. The unrestricted fund surplus of £34,128 is a truer reflection of the current position and has enable the charity to invested approximately £22k of its surplus into the retail build in order to ensure its progress and completion.

The Charity was prudent during the pandemic and has taken out a Government backed Bounceback loan in June 2020. This was to mitigate against anticipated financial losses in the early part of the pandemic and potential cash flow uncertainties. The Charity is aware of its obligations regarding loan repayments which are factored into 2023/2024 budget process with repayments being made in full.

Ripon Community Link Company Limited

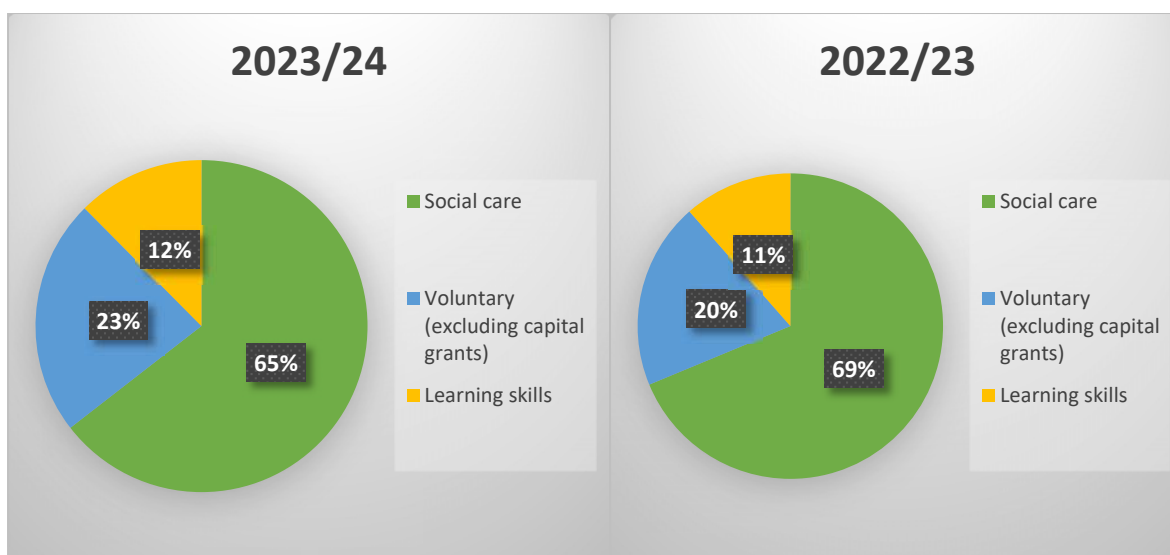
Year ended 31 March 2024

Income

The Charity's principal funding sources are social care funding (main commissioning partner North Yorkshire Council, also Leeds and York), voluntary income (fundraising activities including grants and donations) and income generated from learning skills activities, which includes the sale of produce at the Walled Garden and income generated through the café and retail. The café and retail areas opened on the 7th of October 2023, later than expected.

However, the investment in the new venture has already started to show promising results. Garden, shop and catering income was higher than budgeted, as we have been extremely well supported by the local community. In addition, new procurement relationships in the garden have proved to have higher margins for the Charity. The Walled Garden and shop/retail showed a positive variance against budget of £1,323.

Excluding the capital grants the income from the garden, retail, catering (learning skills) and other fundraising activities have increased their overall contribution to the charity.



In Horticulture the priority has continued to be to increase profitability and reduction in costs. We have diversified the ranges of plants sold and increased volunteer input for example, in wreath making and watering increasing profitability. In addition, establishment of supplier relationships with preferential terms have also been of benefit.

The garden shop, now significantly bigger with the opening of the shop and café facility, gifts range has been further extended with Members making more items to sell alongside some specific purchased in stock to complement Member made items, and woodwork items produced in the workshop have been very popular.

Catering has also increased its capacity with a total of 64 covers inside and outside, the experienced catering lead has strong procurement relationships with suppliers and manages waste, catering shows a positive variance against budget of £5,959.

Ripon Community Link operates on extremely tight margins and so small losses of fees can have a disproportionately negative impact. In a sector that is experiencing funding pressures, our main financial challenge is to ensure that we sustain income to enable us to deliver high quality services and develop and maintain buildings, facilities and equipment. We are reducing financial risk by ensuring we

Ripon Community Link Company Limited

Year ended 31 March 2024

do not have over reliance on statutory funding by focusing on generating retail income where possible, and fundraised income.

We participated in a tender exercise, APL with our main commissioner with contracts coming into force November 2022, with new APL rates being agreed for new contracts which are more closely reflective of the direct cost of care. Unfortunately, all legacy Member contracts have stayed place for block contract Members, meaning we are delivering care, at a cost less than the direct cost. Over time this will have a negative impact and mean that the charity is subsidising more care costs than previously. The high inflationary costs mean that commissioned income is not leading to full cost recovery for care.

Member income is higher than budget by almost £18,300 due to an increase in Members and an increase in the complexity of new referrals on a higher rate.

Our ongoing principal day to day challenges are to ensure that costs are controlled and that our demand meets our capacity to deliver services as efficiently as possible.

Expenditure

We continue to aim to control expenditure effectively. Commercial contracts have been reviewed and re-negotiated where possible. Payroll expenditure increased in year due to increased care staff costs and National Living Wage, staff costs have been higher than budget by £44,759 largely due to increased staff costs for the café and retail which are currently partially funded by the National Lottery.

Expenditure on facility improvements has been carefully managed delivering projects largely on budget and fundraised rather than drawing on charitable reserves. However, property costs were higher overall than budgeted by £9,198.

The unrestricted free reserves for the Charity are £151,910 which are approximately 3 months running costs, which is under the 4-month reserve policy with a target of £205,000.

Policies

Ripon Community Link has a comprehensive library of policies and in addition, standard operating procedures are in key business areas steering commonality of approach to regular business tasks.

Reserves Policy

The Trustees regularly review the reserves policy, examining the reliability of future income streams, the commitment to future expenditure and risks faced by the Charity and has determined that it needs funds that equate to 4 months running costs. Reserves will be used for the following reasons:

- To fund shortfalls in income (whether statutory, voluntary or income generated) when it does not reach its expected levels. Fundraised income is subject to fluctuation as economic conditions change and current inflation is expected to negatively impact community fundraising as people will have less disposable income.
- To fund unexpected expenditure, for example when unplanned events occur, such as increased expenditure for equipment and resources or could also pay for unexpected building development and maintenance costs and to provide a degree of flexibility for innovation.
- To fund additional staff costs if long term cover is required for staff sickness, and if the impact of working differently.
- To fund working capital. Our largest expenditure is the salaries and therefore the timing of cash outflow is relatively fixed whereas both fundraised and generated income fluctuate in terms of cash inflow over the year, in addition member numbers can change, causing further fluctuations.

The Trustees are even more mindful of the need to ensure the Charity's long-term sustainability and maintaining reserves will improve our prospects of overcoming a short-term fall in income having experienced this during the pandemic.

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Year ended 31 March 2024

The reserves would not normally be used for major developments, which instead would normally be funded through additional capital appeals as was the case with the shop and café project this year. Level of reserves will be monitored regularly by the Finance Subcommittee and are reviewed annually by the main Board when the budgets are approved. This will ensure that appropriate steps are in place to build reserves up to the required levels.

The current level of reserves also allows the Charity to continue to explore and develop its sources of income whilst monitoring and controlling costs. Retail is a key development area for income generation in the next financial year and will enable the charity to maintain reserves in line with policy and continue to meet the Charities strategic aims, whilst diversifying income so that we are resilient as social care funding comes under even greater pressure.

Banking and Investment Policy

The Charity reviewed its banking facilities in the year. Trustees continue a cautious approach and have decided to maintain a low-risk investment strategy, ensuring that the majority of monies are readily available in the current account and in a 120-day notice account to gain higher interest rates on reserves. In December the 120-day notice account was reviewed, Trustees deciding to close it by March 2024, and instead move to a 35-day account so that monies are more readily available in times of the cost of living crisis and potential impacts on cash flow.

It is necessary to ensure that funds are always readily available for use to ensure that levels of care and support are not adversely affected in the event of any short-term income reduction. This is also the reason that the Trustees choose not to risk funds in higher risk, but potentially higher return, investments. The Charity took the Government backed Bounceback loan to ensure that the uncertainties anticipated during the pandemic did not negatively impact cashflow. Repayments are fully factored into the new financial years budgeting process.

Pension Liability

The Charitable Company contributes to a Defined Benefits Scheme at rates set by the Scheme Actuary and advised to the Charitable Company by the Scheme Administrator. The Scheme is a multi-employer pension scheme, and it is not possible to identify the assets and liabilities of the scheme which are attributable to the Charitable Company. In accordance with FRS102 therefore, the Scheme is accounted for as a defined contribution scheme.

The Charitable Company has agreed to a deficit funding arrangement resulting in additional charges that are intended to equalise the pension scheme deficit, in relation to past services, by 2025. A liability for this obligation has been recognised in long term liabilities. The amount recognised is the net present value of the remaining deficit contributions payable under the deficit funding arrangement. The present value is calculated using a discount rate equivalent to the interest rate obtainable to the Charitable Company.

The Finance subcommittee monitor the pension deficit and consider early exit options and costs at regular intervals.

Pay Policy

Attracting and retaining the best people is a key priority, which means offering a remuneration and reward package that is competitive, fair, and sustainable. Ripon Community Link has a combination of contracts. Pay awards are reviewed annually and pay awards have been made in year.

Ripon Community Link Company Limited

Year ended 31 March 2024

Fundraising Policy

Ripon Community Link is committed to maintaining high standards of fundraising and retail activity. The Charity is registered with the Fundraising Regulator and holds a small lotteries license. The Charity is committed to the fundraising promise and fundraising best practice and has both fundraising and ethical fundraising policies in place. Fundraising practice has been reviewed in line with revised Fundraising regulations. No fundraising complaints have been made during the financial year to the Charity. We encourage an open culture to report any concerns. We are particularly sensitive to the vulnerability of our Members when involving them in fundraising, there is usually one main sponsored event each year involving Members, the Summer Saunter.

Ripon Community Link does not employ professional fundraisers or commercial participators, and therefore does not need to regulate their activities. We are part of the Local Lotto which has its own governance arrangements in relation to relevant fundraising and gambling regulations.

Fundraising performance is reviewed at the finance subcommittee which receives reports at each meeting. In addition, management accounts are produced including fundraising performance against budget.

Our two-community fundraising events Spring Fair and Apple Day have been extremely well supported, both exceeding budgets. In addition, we were delighted to be included and be a key beneficiary alongside the Motor Neurone Disease Charity for a Last Night of the Proms concert organised by Ripon Rotary Club. Our Members were able to perform alongside a prestigious Soprano and Ripon City Band, as they delivered Sing and Sign Scores to an audience of over 300 people. We were grateful for both the donation and the opportunity to showcase our wonderful Members performance which helped to build their confidence and self-esteem.

In the next financial year, we are repeating the concert, taking on the full responsibility and income, and are very grateful to the volunteers helping us arrange this.

The Christmas Tree recycling scheme was again successful in collecting over 200 trees, we relied on Rudding Park, and Yorkshire Lavender to provide manpower and Simon Bailes Peugeot and SWARCO to provide vehicles to collect the trees raising over £2,000 for the charity.

The Chief executive continues to successfully apply for grants and trusts with funds being received for several projects. We would like to record our thanks to all the grants and trusts who have funded our work, and to all our donors and fundraisers.

Principal Risks and Uncertainties

The Charity has a detailed Risk Register regularly monitored by the Strategy, Assurance and People subcommittee and the Board of Trustees. These risks are ranked by likelihood and impact and produce a score with potential overall risk for the organisation and plans to mitigate any risk.

The Cost-of-living crisis posed significant risk and uncertainty for this financial year. We successfully mitigated risks operating safely and remain financially stable despite financial uncertainties, this was helped significantly by the Rank Foundation cost of living grant used for core costs.

Ripon Community Link Company Limited

Year ended 31 March 2024

The main risks are:

Risk Area	Mitigation
Member, Staff and Volunteer Safety Risk	<p>Immediate focus on keeping everyone safe. Successful deployment of business continuity planning during covid- ready to scale up if necessary. Staff and front-line volunteer.</p> <p>Staff support signposting for mental health and onboarding of new HR provider with an employee assistance programme including counselling.</p> <p>HMS, CEO and Trustee- IOSH Managing Safely Trained.</p> <p>Comprehensive range of site based, activity based, and Member based risk assessing.</p> <p>Work scheduled for new financial year with urgent repairs to the Wall of the walled garden- appropriate risk assessments, and health and safety management will be deployed.</p>
Staff risk - Overload	<p>Staff restructure and contingent of staff for cover for annual leave/sickness in place. Recruitment of additional staff and increase in headcounts.</p>
Financial Risk - due to unplanned and unavoidable substantial expenditure or inadequate income from a drop in statutory income generation from social enterprise, fundraised income, reputational damage, poor budgetary control or fraud.	<p>Charity has worked hard to mitigate financial risk by adopting a three-strand financial strategy of avoiding over reliance on any single funding stream and instead maximising statutory income, generated income and fundraised income.</p> <p>The Charity calculated the direct cost of care, all new contracts will be on the new APL in 2022. Legacy NYCC contracts remain on the old APL+Inflation. We will continue to place new contracts on the new APL, increase Member numbers, and ensure efficiency in timetables.</p> <p>Increased emphasis on grant and major donor fundraising, particularly capital and core cost and any cost-of-living grants available.</p>
Financial Risk- Impact of Inflation	<p>Inflation rates in the UK are higher than they have been for over 40 years during the reporting year. Reserves may need to be used to support service delivery if generated income cannot keep pace with rising inflation and the reserves are being moved into a 335-day account rather than 120-day account to mitigate against cash flow crisis.</p>
Financial risk- Legacy Contracts	<p>Further efficiencies will be made by surrendering the lease on St Wilfrid's Bungalow and decreasing cost base, the lease terminates in August 2024</p>

Ripon Community Link Company Limited

Year ended 31 March 2024

Risk Area	Mitigation
Information Technology Risk - due to the system not being fit for purpose and outdated, a breach of data protection and a failure to back up procedures.	Full implementation of E-Tapestry providing cloud-based member, fundraising and retail records, secure and GDPR compliant. BREATHE HR platform is now fully operational and till systems have moved across to Kudos. PCI compliance for card payments achieved in year. In next financial year, People Cloud HR database will replace BREATHE, revised security policies for IT working with new provider Primary Technology, Introduction of Multi factor authentication on all accounts and Barracuda.
Information Technology Risk - Impact of risk on a digitally marginalised population	The Charity has recognised Members use more IT and social media potentially putting them at risk of content available. Dedicated laptops were purchased for Members with a grant from the Police Commissioner, internet safety and basic IT course deployed.
Facilities Risk – Walled Garden Wall	The wall at the Walled Garden is deteriorating, in 2024/2025 works on the West Wall are commencing having been fundraised for. In the meantime, walls are regularly assessed and pose no imminent HS risk, and vegetation is constantly cleared to avoid any unnecessary damage.

Risk management

The Trustees of the Charity have governance responsibility for the Charity and its work. They are advised by the Chief Executive and other members of the senior leadership team who manage the operations of the services of any impending operational risks and Trustees identify corporate and strategic risk. There is an open and transparent culture of risk communication, sharing and mitigation.

The Charity has baselined its practice against the Charity Commission Internal Financial Controls for Charities once again in year, reviewing its internal financial controls to conform fully to the guidelines issued by the Charity Commission, and the Charity Good Governance Guide. These controls help the Trustees meet their legal duties to safeguard the Charity's assets, administer the Charity's finances and assets in a way that identifies and manages risk and ensures the quality of financial reporting by keeping adequate accounting records and preparing timely and relevant financial information. Significant work has been undertaken in strengthening financial practice and controls including but not limited to:

- Continued engagement of HPH accountants for fully integrated service including bookkeeping, Payroll and management accounting to enable full segregation of duties, full oversight of all financial activity and improved quality and driving cost efficiencies, creation of Financial dashboard.
- Continuance and further development of Trustee Finance Sub-committee, underpinned by Terms of Reference, membership includes 2 Trustees with the CEO and Accountant in attendance.
- Improved Budgeting process.
- Comprehensive Financial Policies and Procedures.
- Specific Trustees Subcommittee convened to monitor the Facilities improvements, including expenditure.

Ripon Community Link Company Limited

Year ended 31 March 2024

The Charity has a risk register which describes how each risk is managed and the processes and procedures that are in place to mitigate that risk. The risk register has been reviewed and developed alongside the development of the strategic plan and the entire organisational approach to risk management has been strengthened. Risk registers are ranked by likelihood and impact to produce a score which ranks the risk as red, amber or green in terms of potential impact to the organisation. The overarching organisational risk register is monitored by the Strategy/Assurance/People subcommittee, with any red risks escalated to the main Board.

Trustee led Health and Safety now complements operational activity led by the CEO and Head of Member services. Whilst a whole Board responsibility, Health and Safety lead responsibility has been allocated to the Trustee Health, Safety and Facilities Chair, who conducts regular Health and Safety Walkarounds with the CEO and Head of Member services, all three individuals have completed IOSH Managing safely.

Forthcoming year

The Trustees and Senior Leadership Team recognise that we continue to operate in uncertain times, a General Election in Autumn 2024 leading to a change in Government and potential changes to policy around Social Care, unprecedented inflation, war in Ukraine and Gaza, the current economic climate and the possibility of future recession and pressures on statutory funding.

However, we remain ambitious for the future of Ripon Community Link. We commit ourselves to a future where our services are dynamic, innovative, and responsive to need, and to ensure that our facilities and infrastructure enable us to do this. The details of the Charity's future are included within the Chief Executives Report.

Trustees, Officers, and Professional Advisors

Board of Trustees

Carolyn Sands (Chair)
Joe Bradley (Vice Chair)
Andrew Marson (resigned 16.11.2023)
Don Hanson
Philip Ratcliff
Hilary Thompson
Dean John Dobson
Kevan Gredzinski (resigned 16.11.2023)
Richard Jeffrey (Appointed 12.09.2023, Resigned 14.02.2024)

Finance Sub Committee

Andrew Marson (Chair until 16.11.2023)
Joe Bradley (Chair from 16.11.2023)
Carolyn Sands
Victoria Ashley (In attendance)
Sarah Wearing HPH (In attendance)
Lindsay Roome (minute taker)

Ripon Community Link Company Limited

Year ended 31 March 2024

Strategy, Assurance, People Subcommittee

Joe Bradley (Chair)
Philip Ratcliff
Hilary Thompson
Victoria Ashley (In attendance)
Lisa Fletcher (In attendance)
Richard Jeffrey (Appointed 12.09.2023, Resigned 14.02.2024)

Health, Safety and Facilities Subcommittee

Don Hanson (Chair)
Philip Ratcliff
Kevan Gredzinski (resigned 16.11.2023)
Victoria Ashley (In attendance)
David Foster (In attendance)

Changes during the Year

The Trustees wish to record their thanks to Andrew Marson, Kevan Gredzinski, and Richard Jeffrey for their services as Trustees. Kevan as Parent and Carer Rep stood down when he stopped caring for a Member. We have appointed Annie Gregory as Chair of the Member Voice group, however, Annie due to time commitments is unable to become a Trustee, however, Carolyn Sands is present at the meeting so we can ensure the Member Voice and views are always represented at Board level.

Senior Leadership Team. The Leadership Team are not Directors within the Companies Act.

Chief Executive	Victoria Ashley
Social Care Manager	Lisa Fletcher
Head of Member Services	David Foster
PA to CEO, IT lead	Lindsay Roome

Registered Office	54 Bootham, York, YO30 7XZ
Company Number	03062948 (England & Wales)
Charity Number	1049030 (England & Wales)
Principal Office	Ripon Walled Garden, Palace Road, Ripon HG4 3H
Accountants	Conyngham Hall Business Centre, Bond End, Knaresborough HG5 9AY
Independent Examiner	Waltons Business Advisers Limited, Maritime House, Harbour Walk, The Marina, Hartlepool, TS24 0UX

The Trustees would like to thank our CEO, Senior Leadership Team, Staff and Volunteers for their commitment and hard work for the Charity and our Members.

Ripon Community Link Company Limited

Year ended 31 March 2024

Furthermore, the Charity has benefitted once again from incredible support from the Community, Major Donors, Grant making Foundations and our loyal customers supporting with time, money, gifts in kind and donations. We would like to thank all our people for their incredibly hard work and commitment to Ripon Community Link.

The Trustee's report was approved by the Trustees 26 September 2024 and is signed as authorised on its behalf by:

Carolyn Sands, Chair of Trustees and Director, Ripon Community Link

Ripon Community Link Company Limited

Year ended 31 March 2024

Independent Examiner's Report

I report to the charity Trustees on my examination of the financial statements of the company for the year ended 31 March 2024.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the company (and its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's financial statements carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

Signed:

Dated: 26 September 2024

HEATHER O'DRISCOLL FCA,
WALTONS BUSINESS ADVISERS LIMITED
CHARTERED ACCOUNTANTS

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Statement of Financial Activities (Income and Expenditure Account)

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
INCOME					
Donations	3	51,724	250,154	301,878	155,351
Charitable activities					
Grants and Contracts	4	523,181	-	523,181	437,625
Learning Skills	4	100,918	-	100,918	73,170
Other trading activities					
Fundraising		15,399	-	15,399	12,296
Investments		5,307	-	5,307	1,923
Other income		230	-	230	14
TOTAL INCOME		696,759	250,154	946,913	680,379
EXPENDITURE					
Raising funds		1,862	-	1,862	1,160
Charitable activities	6.1	660,769	100,313	761,082	636,385
TOTAL EXPENDITURE		662,631	100,313	762,944	637,545
Net income before transfers		34,128	149,841	183,969	42,834
Transfers between funds	13 & 14	129,564	(129,564)	-	-
Net movement in funds		163,692	20,277	183,969	42,834
Reconciliation of funds					
Total funds brought forward	13 & 14	641,495	8,577	650,072	607,238
Total funds carried forward	15	£ 805,187	£ 28,854	£ 834,041	£ 650,072

All activities derive from continuing operations.

The notes on pages 32 to 45 form part of the accounts.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Balance Sheet

Company registration number: 03062948

	Note	2024	2023
		£	£
FIXED ASSETS			
Tangible assets	8	651,365	466,591
CURRENT ASSETS			
Stock		4,597	5,849
Debtors	9	45,183	50,774
Cash at Bank and in hand	18	224,618	218,696
		<u>274,398</u>	<u>275,319</u>
LIABILITIES			
Creditors: amounts falling due within one year	10	77,410	65,328
NET CURRENT ASSETS		<u>196,988</u>	<u>209,991</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>848,353</u>	<u>676,582</u>
Creditors: amounts falling due after more than one year	11	(12,400)	(22,417)
Provisions for liabilities	12	(1,912)	(4,093)
TOTAL NET ASSETS		<u>£ 834,041</u>	<u>£ 650,072</u>
THE FUNDS OF THE CHARITY:			
Restricted Funds	13	28,854	8,577
Unrestricted Funds			
- Designated Funds	14	653,277	501,884
- Undesignated Funds	14	151,910	139,611
TOTAL FUNDS	15	<u>£ 834,041</u>	<u>£ 650,072</u>

For the financial year ended 31 March 2024, the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The Members have not required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476. The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small companies.

The notes on pages 32 to 45 form part of the accounts.

These financial statements were approved by the trustees on 26 September 2024 and signed on its behalf by:

Joe Bradley - Director

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Statement of Cash Flows

		2024		2023	
	Note	£	£	£	£
Net cash provided by operating activities	17		283,614		43,193
Cash flows from investing activities					
Purchase of property, plant and equipment		(264,653)		(109,315)	
Net cash provided by investing activities			(264,653)		(109,315)
Cash flows from financing activities					
Loan repayments		(10,700)		(10,878)	
Pension deficit payments		(2,339)		(2,339)	
			(13,039)		(13,217)
Change in cash and cash equivalents in the year			5,922		(79,339)
Cash and cash equivalents at beginning of the year			218,696		298,035
Cash and cash equivalents at end of the year	18,19		£ 224,618		£ 218,696

The notes on pages 32 to 45 form part of the accounts.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

1 GENERAL INFORMATION

The Charitable Company is a private company limited by guarantee, which is incorporated and registered in England and Wales (no.03062948).

The address of its registered office is 54 Bootham, YORK, YO30 7XZ.

2 ACCOUNTING POLICIES

2.1 Basis of preparation of accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Ripon Community Link Company Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

2.2 Going Concern policy

The Charitable Company has successfully fundraised to develop their site at the Walled Garden to expand the services they can offer and increase its accessibility of all services. The focus is now on obtaining funding for the retail site developments in order to ensure they can offer further opportunities for members and increase the Charitable Company's ability to generate its own money.

The Directors have considered the cash requirements beyond 12 months from date of approval of the accounts and have a reasonable expectation that the Charitable Company has adequate resources to continue in operational existence for the foreseeable future. They continue to believe that the going concern basis of accounting is appropriate in preparing the annual financial statements.

2.3 Fund accounting

The Trustees have a defined policy for identification of different types of income:

- a) Designated funds are unrestricted funds but are specifically earmarked by the Trustees for a particular purpose.
- b) Restricted funds are only to be used for the specific purpose laid down by the donor. Expenditure which meets this criteria is charged to the fund.
- c) Unrestricted funds are the residue of incoming resources receivable or generated from the objects of the charitable company without further specified purposes and are available as general funds.

2.4 Income

All income is recognised in the statement of financial activities when the conditions for receipt have been met and there is reasonable assurance of receipt. Except for the following:

Grants receivable

Grants for immediate expenditure are accounted for when they become receivable. Grants received for specific purposes are treated as restricted funds. Grants which are received for a future accounting period are deferred and recognised in those periods.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

2 ACCOUNTING POLICIES (continued)

2.4 Income (continued)

Capital Grants for specific fixed assets are included in restricted income when received. Once the asset is purchased these monies are transferred to unrestricted funds unless there is a restriction on the disposal of the asset. If so, the net book value of the asset is shown as a restricted fund.

2.5 Donations in kind

Donations in kind are valued at their market value at the transaction date. Any donations that cannot be reliably measured are not included.

2.6 Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis. Costs are allocated on the following basis:

Raising funds	- actual cost basis.
Charitable activities	- actual cost basis except for those included in support costs.
Support costs	- allocated to charitable activities on an equal basis.

2.7 Tangible fixed assets and depreciation

Fixed assets for Charitable Company use are capitalised at cost, for items above £1,000. Donated assets are valued at market value on donation. They are stated in the accounts at cost/original value less depreciation.

Depreciation is calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Site Development	4% straight line basis
Motor Vehicles	10% straight line basis
Plant & Equipment	15% straight line basis
Computers	25% straight line basis

Land value is not depreciated.

2.8 Stock

Stock is valued at the lower of cost or net realisable value.

2.9 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

2.10 Cash at bank and in hand

Cash at bank and cash in hand includes cash and any short-term deposit accounts with a maturity of three months or less from the date of opening.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

2 ACCOUNTING POLICIES (continued)

2.11 Creditors

Creditors are recognised where the charitable company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

2.12 Pension costs and provisions

The Charitable Company operates a defined contribution pension scheme for current employees. Contributions are charged in the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

The Charitable Company also contributes deficit funding contributions to a Defined Benefits Scheme at rates set by the Scheme Actuary and advised to the Charitable Company by the Scheme Administrator. The Scheme is a multi-employer pension scheme and relates to former employees. It is not possible to identify the assets and liabilities of the scheme which are attributable to the Charitable Company. In accordance with FRS 102 therefore, the Scheme is accounted for as a defined contribution scheme.

All contributions are charged to the Statement of Financial Activities as they become payable.

The Charitable Company has agreed to a deficit funding arrangement resulting in additional charges that are intended to equalise the pension scheme deficit, in relation to past services, by 2025. A liability for this obligation has been recognised in long term liabilities. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in the note 12. The unwinding of the discount rate is recognised as a finance cost.

2.13 Financial Instruments

The Charitable Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2.14 Government Grants

Grant income is recognised when the conditions for receipt have been met and there is reasonable assurance that the grant will be received. It is then recognised in income on a systematic basis over the periods in which the entity recognises the related costs for which the grant is intended to compensate, except where the grant is compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the entity with no future related costs in which case it is recognised as income in the period in which it becomes receivable.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

3 DONATIONS

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Donations	21,752	19,042	40,794	54,587
Gift aid	3,997	-	3,997	3,056
Grants	25,975	231,112	257,087	97,708
	<u>£ 51,724</u>	<u>£ 250,154</u>	<u>£ 301,878</u>	<u>£ 155,351</u>

Included in Grants is Government grants of £4,472 (2023 - £6,950).

Restricted income in 2023 from donations was £23,197, gift aid was £nil and grants was £73,995 (In total £97,192 was restricted)

4 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Grants and Contracts				
NYCC Service Contracts	377,027	-	377,027	337,154
Other Local Authorities	21,199	-	21,199	19,490
Private Contracts	124,955	-	124,955	80,981
	<u>£ 523,181</u>	<u>£ -</u>	<u>£ 523,181</u>	<u>£ 437,625</u>

Restricted income from charitable activities in 2023 was £nil.

Learning skills - with beneficiaries

Walled Garden Sales	61,595	-	61,595	55,721
Catering Sales	39,323	-	39,323	17,449
	<u>£ 100,918</u>	<u>£ -</u>	<u>£ 100,918</u>	<u>£ 73,170</u>

Restricted income from learning skills in 2023 was £nil.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

5 TOTAL STAFF COSTS

	2024	2023
	£	£
Wages and Salaries	480,602	407,108
Social Security Costs	29,104	26,464
Other Pension Costs (Employer)	14,068	11,280
Pension Deficit Remeasurements	1	(109)
Other Employee Expenses	5,355	9,424
	<hr/>	<hr/>
	£ 529,130	£ 454,167
	<hr/>	<hr/>

The key management personnel of the Charitable Company comprise the Trustees and the Senior Leadership Team. The total employee benefits of the key management personnel (including employer NIC and pension costs), with only senior leadership team members being paid, were £190,600 (2023 - £173,700). Only one employee earns between £60,000 to £69,999 (2023 - 1).

Number of employees

The average number of full-time equivalent employees during the year was 18 (2023 - 16).

The head count of employees on the payroll as at March 2024 was 26 (2023 - 23).

The Charitable Company benefits greatly from the contribution of volunteers. Volunteers bring their skills and expertise to the organisation. Some volunteers work particularly with members and this enables additional support for individuals and groups which helps members get even more from the activities we do. It can also mean a group's activity can be more flexible and individually-tailored. Some volunteers bring very specific skill input such as woodland management or marketing expertise. Operational delivery is not the responsibility of volunteers.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

6 ANALYSIS OF TOTAL EXPENDITURE

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
6.1 Charitable activities				
Staff Costs	442,933	86,197	529,130	454,167
Education and Leisure	6,541	-	6,541	3,370
Motor Expenses	6,995	-	6,995	5,979
Operational Costs	30,213	2,098	32,311	28,520
Walled Garden Purchases	35,260	-	35,260	22,015
Tea Room Purchases	9,315	-	9,315	7,763
Licencing	751	-	751	1,161
Marketing and Website	2,528	1,000	3,528	1,308
Property Costs	41,481	11,018	52,499	49,810
Depreciation	37,691	-	37,691	28,220
Profit and loss on sale of fixed assets	1,963	-	1,963	-
Irrecoverable VAT	19,139	-	19,139	9,014
Support Costs	25,959	-	25,959	25,058
	£ 660,769	£ 100,313	£ 761,082	£ 636,385

Restricted expenditure in 2023 totalled £54,759 of which £nil was in support costs.

6.2 Support costs

Independent Examiner's Fee	1,130	-	1,130	1,050
Accountancy Fees	24,829	-	24,829	22,828
Legal and Professional Fees	-	-	-	1,180
	£ 25,959	£ -	£ 25,959	£ 25,058

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

7 RELATED PARTIES

No Trustees received remuneration or expenses during the year (2023 - £nil).

There were no other related party transactions in the reporting period which require disclosure (2023 - nil).

8 TANGIBLE FIXED ASSETS

	Land £	Site Development £	Motor Vehicles £	Plant & Equipment £	Computers £	Total £
Cost						
At 1 April	65,601	322,585	65,646	152,247	20,712	626,791
Additions	-	197,044	-	24,152	3,232	224,428
Disposals	-	-	-	(51,800)	-	(51,800)
At 31 March	65,601	519,629	65,646	124,599	23,944	799,419
Depreciation						
At 1 April	-	14,848	30,904	105,204	9,244	160,200
Charge for year	-	8,298	13,663	10,245	5,485	37,691
Disposal in year	-	-	-	(49,837)	-	(49,837)
At 31 March	-	23,146	44,567	65,612	14,729	148,054
Net Book Amounts At						
31 March 2024	£ 65,601	£ 496,483	£ 21,079	£ 58,987	£ 9,215	£ 651,365
31 March 2023	£ 65,601	£ 307,737	£ 34,742	£ 47,043	£ 11,468	£ 466,591

9 DEBTORS

	2024 £	2023 £
Fees Receivable	11,174	14,195
Prepayments	5,900	7,704
Accrued Income	28,107	24,748
Other Debtors	2	4,127
	£ 45,183	£ 50,774

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

	2024 £	2023 £
10 LIABILITIES: Amounts falling due within one year		
Bank Loan	10,100	10,083
Trade Creditors	16,768	8,292
Fees in advance	26,546	26,992
Social Security and Other Taxes	10,294	8,365
Accruals	3,659	7,593
Other creditors	10,043	4,003
	<hr/>	<hr/>
	£ 77,410	£ 65,328
	<hr/>	<hr/>
11 LIABILITIES: Amounts falling due after more than year		
Bank Loan	12,400	22,417
	<hr/>	<hr/>
	£ 12,400	£ 22,417
	<hr/>	<hr/>
<p>The loan is a bounce back loan where no interest is payable in the first 12 months and 2.5% thereafter. The remaining loan is now repayable over 2 years and 3 months.</p>		
12 PROVISIONS		
Pension provision at the beginning of the year	4,093	6,420
Remeasurements	1	(109)
Deficit contribution paid	(2,339)	(2,339)
Unwinding of the discount factor (interest expense)	157	121
	<hr/>	<hr/>
Pension provision at the end of the year	£ 1,912	£ 4,093
	<hr/>	<hr/>
Income and expenditure impact		
Interest expense	157	121
Remeasurements - impact of any changes in assumptions	1	(109)
Remeasurements - amendments to the contribution schedule	-	-
	<hr/>	<hr/>
	158	12
	<hr/>	<hr/>

The discount rate applied to the provision is 5.31% (2023 - 5.52%, 2022 - 2.35%). Further details are contain in Note 16.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

13 RESTRICTED FUNDS

	Balance at 1 Apr 2023	Income	Expenditure	Transfer Capital Spend	Transfers	Balance at 31 Mar 2024
Restricted Funds	£	£	£	£	£	£
RWG 25	2,197	1,870	(4,067)	-	-	-
Retail - Development	3,333	-	(3,333)	-	-	-
Sensory Garden	3,047	4,682	(7,729)	-	-	-
New Build - Retail	-	117,877	(794)	(210,895)	93,812	-
Cost of living	-	27,185	(27,185)	-	-	-
Apple Pressing Project	-	6,297	-	(6,297)	-	-
Reaching Communities - National Lottery	-	80,996	(52,931)	(2,467)	-	25,598
New Computers	-	2,222	(42)	(3,232)	1,052	-
Profit for Good	-	7,500	(2,957)	(1,537)	-	3,006
Grants and donations under £1k	-	1,525	(1,275)	-	-	250
	£ 8,577	£ 250,154	£ (100,313)	£ (224,428)	£ 94,864	£ 28,854

RWG25: Money received for the redevelopment of the Walled Garden site.

Retail Development: Income received from the Rank Foundation for the development of the catering facilities.

Sensory Garden: Funding received from The Shears Foundation and the National Garden Scheme ensured the completion of the sensory garden.

New Build - Retail: During the year numerous grants and donations were received for the building of a new retail area and café. The building was completed in the year the transfer in relates to unrestricted funds the charity allocated to the retail build project.

Cost of living: During the year two cost of living grants were received from the Rank Foundation to cover energy costs and staff salaries.

Apple Pressing Project: Equipment received to enable the charity to carry out its own Apple Pressing.

Reaching Communities - National Lottery: Monies were received to develop the catering facility and assist the charity to ensure the long term sustainability and generate income for the charity.

New Computers: Money received from the North Yorkshire Police has been spent on new computers.

Profit for Good: Money was received for the development of the new catering facility.

Grants and donations under £1k: various restricted monies received under £1k for small one off projects in the year.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

13 RESTRICTED FUNDS continued

	Balance at 1 Apr 2022	Income	Expenditure	Transfer Capital Spend	Transfers	Balance at 31 Mar 2023
Restricted Funds	£	£	£	£	£	£
RWG 25	-	2,197	-	-	-	2,197
Retail - Development	2,989	5,000	(4,656)	-	-	3,333
Sensory Garden	-	10,195	(6,083)	(1,065)	-	3,047
Minibus Fund	3,632	20,500	(2,420)	(21,712)	-	-
Workshop	11,717	-	(11,717)	-	-	-
Kick Start	-	3,255	(3,255)	-	-	-
Retail - Refurbishment	2,676	15,201	(5,613)	(12,264)	-	-
Build Fund	(13,079)	13,079	-	-	-	-
Member retail	-	20,000	(16,398)	(3,602)	-	-
Garden Room	-	5,000	(3,352)	(1,648)	-	-
Defibrillator	-	1,000	-	(1,000)	-	-
Grants and donations under £1k	-	1,765	(1,265)	(500)	-	-
	£ 7,935	£ 97,192	£ (54,759)	£ (41,791)	-	£ 8,577

Funds - Ceased in 2023

Minibus Fund: Funding for a new minibus and the on-going running costs.

Workshop: Monies received from Oliver Ford, National Lottery and Ellis Bates for developing and running the workshop.

KickStart: Allocate to salaries - funding for creating new jobs for 16 to 24 year olds on Universal Credits.

Retail Refurbishment: For the renovation of the catering facilities Income received from the Freemasons and Marshall Viggars in 2022 and Kirby Foundation in 2023.

Build Fund: Funding received from various donors for the new build project. £13k is money pledged from the National Lottery, remaining to be paid on provision on a completion certificate.

Member retail: Income received from the Rank Foundation for the development of the retail facilities.

Garden Room: Funding received for the refurbishment of the garden room.

Defibrillator: Monies received from Harrogate Borough Council for a Defibrillator.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

14 UNRESTRICTED FUNDS

	Balance at 1 April 2023	Income	Expenditure	Transfers	Balance at 31 March 2024
Unrestricted Funds	£	£	£	£	£
Designated					
Fixed Assets	466,591	-	(39,654)	224,428	651,365
New build	-	-	-	-	-
Pension charges	2,180	-	(268)	-	1,912
Member retail - build	33,113	-	-	(33,113)	-
	501,884	-	(39,922)	191,315	653,277
Undesignated					
Free reserves	139,611	696,759	(622,709)	(61,751)	151,910
Total Unrestricted Funds	£ 641,495	£ 696,759	£ (662,631)	£ 129,564	£ 805,187

	Balance at 1 April 2022	Income	Expenditure	Transfers	Balance at 31 March 2023
Unrestricted Funds	£	£	£	£	£
Designated					
Fixed Assets	425,721	-	(28,220)	69,090	466,591
New build	10,000	-	-	(10,000)	-
Pension charges	4,796	-	(2,616)	-	2,180
Member retail - build	10,000	-	-	23,113	33,113
	450,517	-	(30,836)	82,203	501,884
Undesignated					
Free reserves	148,786	583,187	(551,950)	(40,412)	139,611
Total Unrestricted Funds	£ 599,303	£ 583,187	£ (582,786)	£ 41,791	£ 641,495

Designated Funds

The Fixed Asset Fund: This is the net book value of the assets required to be held for the on-going work of the Charitable Company and therefore do not form part of distributable reserves. Monies transferred into the fund during the year are to cover the purchase of fixed assets.

New build: This money was set aside by the Trustees in 2022 for the shortfall in funding for the new build project which was completed and spent in 2023.

Pension charges: This money has been set aside to cover the new pension administration fees for the defined benefit scheme at £218 per month over the next 22 months.

Member retail - build: This money was set aside by the trustees in 2023 for the new retail build project which was completed and spent during the year.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

15 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted		Restricted Funds £	Total Funds £
	Undesignated Funds £	Designated Funds £		
Tangible Fixed Assets	-	651,365	-	651,365
Current Assets	243,632	1,912	28,854	274,398
Current Liabilities	(77,410)	-	-	(77,410)
Long term liabilities	(12,400)	-	-	(12,400)
Provisions	(1,912)	-	-	(1,912)
At 31 March 2024	£ 151,910	£ 653,277	£ 28,854	£ 834,041

	Unrestricted		Restricted Funds £	Total Funds £
	Undesignated Funds £	Designated Funds £		
Tangible Fixed Assets	-	466,591	-	466,591
Current Assets	231,449	35,293	8,577	275,319
Current Liabilities	(65,328)	-	-	(65,328)
Long term liabilities	(22,417)	-	-	(22,417)
Provisions	(4,093)	-	-	(4,093)
At 31 March 2023	£ 139,611	£ 501,884	£ 8,577	£ 650,072

16 PENSION

Current pension plan

Ripon Community Link Company Limited participates in The Pensions Trust's Growth Plan (the Plan). The Plan is funded and is not contracted-out of the State scheme. The Plan is a defined contribution scheme.

Ripon Community Link Company Limited paid contributions at the rate of either 8% or in line with the auto enrolment thresholds during the accounting period. Members paid contributions at the rate of either 8% or inline with the auto enrolment thresholds during the accounting period.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

16 PENSION (continued)

Historic pension plan

The company participates in the scheme, a multi-employer scheme which provides benefits to some 638 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme.

Ripon Community Link Company Limited from 1 April 2021 are required to pay £6,226 per annum. The Charitable Company are committed to make these annual contributions to 31 January 2025.

Ripon Community Link Company Limited has been notified by The Pensions Trust of the estimate employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2021 was £52,733.

The following schedule details the deficit contributions agreed between the Charitable Company and the scheme at each year end period:

Deficit contributions schedule

	2024	2023	2022
Year ending	£	£	£
Year 1	1,949	2,339	2,339
Year 2	-	1,949	2,339
Year 3	-	-	1,949
Year 4	-	-	-
Year 5	-	-	-
Year 6	-	-	-

The present values of the provision is £1,912 (2023 - £4,093) and detailed in note 12.

Ripon Community Link Company Limited

For the Year Ended 31 March 2024

(A company limited by guarantee)

Notes to the Accounts

17 RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES

	2024	2023
	£	£
Net income for the reporting period	183,969	42,834
<i>Adjustments for:</i>		
Finance charge on pension deficit	157	121
Remeasurement of pension deficit	1	(109)
Depreciation charges	37,691	28,220
Profit and loss on sale of fixed assets	1,963	-
Loan interest	700	878
(Increase)/decrease in stock	1,252	(2,347)
(Increase)/decrease in trade and other debtors	5,591	(22,620)
(Decrease)/Increase in trade and other creditors	52,290	(3,784)
Net cash provided by operating activities	£ 283,614	£ 43,193

18 ANALYSIS OF CASH AND CASH EQUIVALENTS

Cash in hand	224,618	218,696
Total cash and cash equivalents	£ 224,618	£ 218,696

19 ANALYSIS OF CHANGES IN NET DEBT

	At 01/04/2023 £	Cash-flows £	At 31/03/2024 £
Cash	218,696	4,999	224,618
Loans falling due within one year	(10,083)	(17)	(10,100)
Loans falling due after more than one year	(22,417)	10,017	(12,400)
	£ 186,196	£ 14,999	£ 202,118