HUCKNALL HOPE LEA PROJECT LTD

England & Wales · Charity number 1069660

Details

Status	Registered
Legal form	Charitable company
Company number	03321416
Registered	1998-05-21
Register	View on the Charity Commission register

Contact

Address	150 Watnall Road Hucknall Nottinghamshire NG15 7NH
Phone	01159530825
Email	office@hopelea.co.uk

Activities

Objects: TO PROMOTE THE INTERESTS OF THE MENTALLY HANDICAPPED AND THOSE WITH LEARNING DIFFICULTIES LIVING IN OR ORIGINATING FROM HUCKNALL

Activities: To provide Residential, Supported Living and Day Services for adults with learning disabilities who live in Hucknall and surrounding areas.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Disability, Accommodation/housing
- **Who:** People With Disabilities

Geography

- **Area of benefit:** HUCKNALL
- Nottinghamshire

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Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£303,443	£321,497	-	-
2024-03-31	£297,969	£317,020	-	-
2023-03-31	£293,952	£275,021	-	-
2022-03-31	£273,202	£264,602	-	-
2021-03-31	£273,534	£267,499	-	-

Trustees

Name	Role	Appointed
Kevin Thomas Rostance	Chair	2022-11-21
Duane Underwood		2021-10-25
Jacky Vere		2019-03-18
Janet Simpson		1998-06-01
Joan Brinklow		2022-11-21
KEVIN HOLLINGWORTH		2026-04-12
KIM MARIE CHALLAND		2019-03-18
Lorraine Fitzpatrick		2026-03-19
Richard Darrington		2021-10-25
Zoe Anne MacGregor		2023-11-20

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HUCKNALL HOPE LEA PROJECT LTD

England & Wales - Charity number 1069660

Accounts

HUCKNALL HOPE LEA PROJECT LTD

Providing Services For Adults With Learning Disabilities

TRUSTEES ANNUAL REPORT

For the period 1.4.24 to 31.3.25

Company Reg. No. 3321416 Reg. Charity No. 1069660

STATEMENT OF AIMS AND OBJECTIVES

1. To provide comprehensive local residential and day services to people with a learning disability living in, or originating from, Hucknall and the surrounding area.
2. To improve the quality of life for each Service User by providing a safe and secure base where they can develop their self-confidence, self-awareness and improve their life skills, knowledge and abilities to achieve their full potential.
3. To help each person feel they have a positive part to play, and are valued, within their own community by involving the local community and making them aware of our project, our Service Users and residents and engaging with them in a positive way.
4. To provide up to date, sensitive, appropriate and professional support to the Service Users, residents, parents and carers.
5. To continue to advertise, promote, improve and develop the project's present services in Hucknall to ensure its continuing success for the future.

AIMS AND OBJECTIVES

The Aims and Objectives of the Residential home and the Supported Living home includes the following:-

To provide people living in the house with an environment, which they regard as their own home and in which they can feel safe and supported, to be accepted as themselves and be accepting of others.

To support and encourage people living in the house to achieve their chosen potential in all aspects of their lives.

To provide a secure base through warmth, understanding and support which will enable people to develop their personality and self-confidence.

To promote independence through acquisition of skills by teaching experience.

To provide opportunity for choice and decision-making, and the sense of responsibility for independent actions.

To provide an environment in which acceptable and evaluated risk taking is part of everyday life.

To develop positive working relationships based on respect, trust and empathy between staff and people living in the houses.

To provide sensitive, appropriate professional support.

To respect people's rights as individuals and the choice people have to exercise these rights.

To enable people living in the house to be seen by others as a valued and positive contribution to the local and wider community.

To establish and maintain positive working relationships with outside agencies and professional bodies and to use such resources as the need arises.

To provide support for parents, siblings and carers and facilitate their involvement in the lives of people living in the house.

Residential Services	Office and Day Services	Supported Living
11/13 Annesley Road Hucknall Nottingham NG15 7AD	150 Watnall Road Hucknall Nottingham NG15 7NH	20 Herbert Buzzard Court Hankin Street Hucknall Nottingham NG15 7SS
Tel. 0115 9538385	0115 9530825 (office) 07563228376 (day services)	0115 9538385
	e.mail office@hopelea.co.uk	

Hope Lea accounts have been examined and a financial statement produced by **Hewitt Card Ltd** Chartered Certified Accountants.

Solicitor - Sheltons Solicitors

Funded By Nottinghamshire County Council; Adult Social Care, Health And Public Protection
Nottingham Community Housing Association re Annesley road property

Ashfield District Council landlord of 150 Watnall road

Trustees/Directors

Kevin Rostance – Chairperson
Duane Underwood – Treasurer
Kim Challand
Joan Brinklow
Janet Simpson
Norah Hatton
Jacky Vere
Richard Darrington
Zoe Macgregor

Staff at Watnall road

Jan Lees - Chief Operations Officer
Sharon Saxton – Office Manager
Merisa Chambers – Day Services Manager
Sandra Pietras – Day Services Support Assistant
Claire Norman – Day Services Support Assistant
Adele Naylor – Day Services Support Assistant
Lyndsey Spray – Day Services Support Assistant
Sharon Rhodes – Day Services Support Assistant

Staff at Annesley road and 20 Herbert Buzzard Court

Helen Simpson - Home Manager
Marjorie Emson - Support Worker
Sarah Wroblewski - Support Worker
Pittaya Marriott - Support Worker
Janet Willis - Support Worker
Mandy Fleetham - Support Worker

ORGANISATIONAL STRUCTURE

BOARD OF TRUSTEES
CHAIRPERSON

TREASURER (Duane Underwood) | **FUNDRAISING** (Kim Challand) | **GOVERNANCE PROCESS** (Kevin Rostance) | **SERVICE DELIVERY** (Jacky Vere) | **TRUSTEES**

Chief Operations Officer
Jan Lees

Day Services Manager
Merisa Chambers

Office Manager
Sharon Saxton

Residential Manager
Helen Simpson

5 **Day Service Support Workers**

5 Residential Support Workers

THE HUCKNALL HOPE LEA PROJECT LTD

PROVIDING COMPREHENSIVE SERVICES FOR ADULTS WITH LEARNING DISABILITIES

The project provides Day - Residential and Supported Living Services to Adults with Learning Disabilities and their Carers and has been established since 1984 allowing Service Users to have choice, opportunities, security and importantly personal progress and independence. The project is a charitable company limited by guarantee. Our constitution is set out in the Memorandum and Articles of Association dated the 20th of February 1997. We have a fully qualified, dedicated and professional staff team throughout the project whose role it is to support the Service Users and Residents. The Day Services and Head office are based at 150 Watnall road Hucknall; the house is leased to the Directors/ Trustees from Ashfield District Council. This is on a five-year lease which commenced on the 1st April 2020 - at a rent charge of £7,000 per annum. The charge of the rent will be covered by Ashfield District Council Grant Funding' for the full term of the five-year lease: which effectively means there is no charge for the rental of the property. The new lease document and grant funding agreement letter is filed at Head Office.
The Project is a Nottinghamshire County Council accredited service for both Residential and Day Services.
We have four residents living in our residential home at Annesley Road in Hucknall, the newest resident moved into the property in October 2024. The residential property is owned by Nottingham Community Housing Association and the Management Committee are the Managing Agents. Our staff also support a Service User living in Herbert Buzzard Court under the 'Supported Living project'.

We are currently working with Nottinghamshire County Council to move our residents into a supported living home. A new bungalow has been found in Hucknall which the residents hope to be moving into in July 2025. The bungalow is owned by Golden Lane Housing Ltd who will be the landlords and Hope Lea the Support Provider. The Home Manager has completed a successful tender enabling the project to be awarded a Care Support and Enablement (CSE) contract with the council to allow us to provide supported living services once the move takes effect. The Home manager /Registered Manager is currently working through the lengthy process with CQC to register the new bungalow and herself as the Registered Manager to enable the supported living service to go ahead.

Fundraising plays a large part in the success of the project. During the last financial year, the project held several fundraising events which involved the Trustees, Staff and Service Users working together to help raise funds and promote the project within the local community. We have held our usual coffee mornings at our local community centre, had a stall at Pappfest; a fayre held in a neighbouring village and a stall at the Community Day on Hucknall marketplace. We had a wonderful celebration in July to commemorate 40 years of the Hucknall Hope Lea Project Ltd which was very well supported by parents, carers, friends of Hope Lea, Rotary Club members and local councillors.

Gemma Chambers stepped down from the role of Chairperson in May 2024 with the vice-chair Kevin Rostance taking on the new role of Chairperson. The Annual General Meeting was held on Monday 27th January 2025. There were no changes to the Board of Trustees at this meeting.

Our Service Users have enjoyed another year of getting out and about in the local community – playing snooker, shopping trips, pub lunches, cinema visits, bowling trips, visit to Matlock, and attended local coffee mornings and joined in with many community group activities. We have a fortnightly seated exercise session which proves to be lots of fun for the Service Users. We have courses running in maths, IT, English and history with tutors coming in from West Notts College to deliver the courses. The whole of the project enjoyed a wonderful Christmas meal and entertainment at the Royal British Legion, which was paid for from the Social Fund, which is money fundraised or donated by the Community. A favourite with the service users is the mobile mini zoo which we have had visit our Day Service a couple of time in the last year. All these extra activities are paid for from our fundraising events and donations.
We are very grateful for all the donations we receive and would like to give thanks to Byron's Rest, Kim Challand, Cassidy's butchers, Mrs Millington, Mr & Mrs Vere, A Gregory, Linda Perks, George Street Working Mens Club, Gordon Mann, Torkard Ensemble, Hucknall Ukulele Group, Mr Brooks, Branson's, Mr & Mrs Ingall, Byron Lodge, Sherwood Lodge and Cllr Wilmott. Also we must give a mention to all the local community who support us very generously at our fundraising events.

Financial Report

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.

The Trustees aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment costs are also covered in the plan.

The unrestricted funds finance the day to day running of the project and the restricted funds are designated to specific use.

We receive a small percentage increase in our funding each year from the local authority which helps towards the increases that have to be met in staff wages and increased running costs.
The national minimum wage was increased by 9.8% in April – this effects the majority of staff at the project. The management team have also been awarded the same percentage increase this year in order to keep them in line with the other members of staff. This increase also means an increase in the amount of Employers National Insurance payments for each member of staff plus an increase to the Employers pension contributions which all has to come out of the Hope Lea budget.

The funding received from Notts County Council enables the project to run successfully; however, it is the extra money we receive from grants, donations and fundraising that allows us to provide outings and activities subsidised or free of charge to our Service Users.

There has been a shortfall in the Day Services and Residential budget for the 24/25 financial year caused by several vacancies we have for Service User placements in the Day Services and for several months only 3

residents were living at the residential home resulting in a loss of funding, however from October 2024 a new resident moved in and this made a considerable difference to the income at the residential service.

Long term absence due to sickness – involving 3 individual members of the staff team has also had a detrimental effect on the project's finances in this financial year.

Professional negligence cover is now a requirement that Nottinghamshire County Council has stipulated must be covered in our insurance policy for the project to continue to be an accredited support provider. This along with the usual annual increase in the premium has increased the cost significantly this year.

Hucknall Hope Lea Project Ltd.

Residential Services Annual Report 2024/25

Home Manager Mrs. Helen Simpson

Residential Home. 11-13, Annesley Road, Hucknall, Nottingham, NG15 7AD.

Outreach Support. 20, Herbert Buzzard Court, Hankin Street, Hucknall, Nottingham. NH15 7SS

Annual Report.

The Residential and Outreach Support Services currently employ six staff, comprising one Home Manager and five Support Workers.

Hope Lea continues to support the Residential Home at Annesley Road which had three Service Users up to October when David moved in, we currently now have four Service Users. and the Outreach Support Project at Herbert Buzzard Court which now has one Tenant.

The Home Manager is qualified at A1 Assessor level and is also qualified to Registered Manager Standard and NVQ level 4 in Health and Social Care. Four staff are qualified to NVQ level 2 in Health and Social Care and all staff have the Care Certificate for Learning Disability.

All mandatory training has been attended by all staff members. All training is funded by the Hope Lea Training Budget using the Training DVD's from BVS.

All staff have regular Supervision and Annual Appraisals.

All Service Users remain fully involved in the decision making in the houses by way of House Meetings, Annual Quality Assurance Questionnaires and Monthly visitor meetings by the Management Committee.

All our Annual Reviews are all up to date and are Multi-Disciplinary and Person Centered.

The Three-monthly Key Worker meetings are all up to date and recorded in the Care Plan Files.

All Service Users have attended all Primary Health Care appointments, and these are logged in the NHS Health Action Plan files as required by regulations.

Service Users attend the Day Centre two days per week and on their stay-at-home days we support them with their leisure activities, as well as going out into the community for drinks and to socialize. All Service Users do their personal household jobs with staff support on the days they are not at Day Placement.

The annual holiday was enjoyed by all our Service Users in September to Skegness.

All Service Users have been on day trips with staff and enjoy going out with staff for coffee and meals to the local café or public house.

Both houses have current up to date Fire Risk Assessment. The Landlord for Annesley Road is Nottingham Community Housing Association; Herbert Buzzard Court is part of Housing and Care 21 group.

Our last inspection by CQC was on 5th April 2018 and we maintained our GOOD rating for all the sections they inspected; we are very pleased to keep our overall **GOOD** rating. CQC have now resumed the regulatory Inspections since suspending them in March 2020 and continues to review using available evidence regarding Hope Lea.

ADC Food Standards Agency on 13/04/2023 received a 5-star rating

Our move to the New Bungalow and onto Supported Living is currently ongoing.

All the Statutory Notification Forms for change of location and move from Residential Care to Supported Living were completed and sent to CQC on 17/02/2025 and the notice of acceptance received from CQC on 19/02/2025. The CQC Inspector informed us she has been assigned to our case on 13/03/2025 and will be in touch with the final decision in due time.

A new Service Manager has been appointed ready to be in place when the CQC approval is completed and the move is confirmed. She will start as Service Manager and work towards her qualifications to become Registered Manager in due course.

All Service Users remain happy in both the Residential Home and the Supported Living house.

Hucknall Hope Lea Project Ltd
Dav services Annual Report - I April 2024-31 March 2025
Day Service Manager — Merisa Chambers
Hucknall Hope Lea Project Day Services
150 Watnall Road
Hucknall
Notts
NG15 7NH

The Hucknall Hope Lea Project Day Services continues to be on the list of accredited Day Service providers with Nottinghamshire County Council and they conduct their own audit to ensure we are providing a good standard of service for the funding they provide. We have had to re tender and pleased to say that we were successful and will continue to be an accredited Day Service provider. We hold a 5-star rating with the food standards agency. Health and safety checks are 'on going' with regular fire drills, alarm tests and a monthly Quality Assurance Health and Safety form checks. All monitoring and recordings of findings available for inspection within the Day Service Manager's office.

The Day Services currently employs 6 staff — the Day Service Manager and 5 part time Support Workers. All staff complete mandatory training throughout the year and receive regular supervisions and an annual appraisal with the Day Service Manager. The performance of the Day Service Manager is monitored by the Chief Operations Officer. The staff team have 1 to 2 monthly staff meetings to discuss any issues/concerns, to suggest and plan activities for the monthly timetable, to keep in touch and to assess the progress of the Service Users and the service we provide.

We currently have 21 Service Users attending the Day Services. We continue to try and attract new Service Users by promoting and advertising our Day Services.

Each Service User has individual support plans and risk assessments which are reviewed regularly and amended if/when necessary. A person- centred approach is in place with all the Service Users being involved in the compilation of their own personal plans with the support of the Day ServicesManager. All Service Users have an annual review, take part in monthly house-meetings and are actively involved in the planning of the monthly timetable with their own personal interests, suggestions, ideas and choices being listened to and accommodated wherever possible so they are engaged in as many meaningful activities as possible.

We promote independence wherever possible as well as equipping the Service Users with life skills and opportunities to challenge themselves and a safe environment in which to tackle any difficult issues they may come across or require help and support with. Being acknowledged and feeling part of our local community is an important feature of Hope Lea. We try to get out into our local community as much as possible and get involved in community events, support others and feel valued and accepted.

HUCKNALL HOPE LEA PROJECT LTD

FINANCIAL RISK ANALYSIS STATEMENT

The Directors of the Hope Lea Project Ltd recognise that there are certain major risks to which the Charity could be exposed. Therefore, these risks have been identified, reviewed and systems have been established to help mitigate those risks.

The risks identified in the day-to-day activities of the Hope Lea Project Ltd have been assessed and the following procedures put into place.

Financial Risks

Any transactions by cheque must be signed by two authorised cheque signatories. No blank cheques to be signed at any time.

Our procedure for the application and recording of paying invoices online ensures financial security.

The Office Manager and Operations Officer have financial controls in place to identify and minimize financial risks in their day-to-day duties which involves checking and authorising various office procedures carried out by the other.

Income and expenditure figures produced by the Home Manager at the Residential Home are checked and monitored by the Office Manager monthly. All financial transactions carried out by the Day Service Supervisor are checked and recorded in the main office.

We aim to maintain good communication and bonds with local fundraisers, local authorities who provide our funding, our accountants and pensions advisor who can help with advice and guidance if required.

An adequate amount of funding is kept in reserve.

The Directors must receive regular financial statements and budget figures which are discussed and scrutinized at the Committee Meetings.

The Chairperson/Treasurer to oversee all the yearly budget transactions and check the salaries and online payment of salaries every month to report back to the Directors.

Adequate insurance cover is obtained.

All other risks that could affect the aims and objectives or the good name of the charity have been identified in the policies and guidelines of the Hope Lea Project Ltd. These include the policy on Charity Reserves.

Policy statement dated 13th March 2003 Passed by Committee 2nd April 2003
Reviewed 12th March 2007 J.S, 1.6.2010,19.5.14,1.6.16,1.7.19,6.7.21,
Reviewed and updated 17.4.23, 22.4.24

HUCKNALL HOPE LEA PROJECT LTD

POLICY ON CHARITY RESERVES

The Directors are held responsible for all finances connected with the project. Therefore it is their policy that there is a need for funding to be kept in reserve for the following reasons:-

In the event of the project closing due to:-

1. Lack of funding
2. Resignation of the Directors
3. Any other suitable reason

There would be a need for funding to clear any monies owing and to pay the appropriate staff salaries, any redundancy commitments along with 3 to 6 months running costs. The Directors have designated the appropriate amount of funding to cover any emergencies that may arise. Included in this are designated monies to cover the cost of securing a property should the funding be withdrawn that covers the rent of the Watnall Road property or if the residents needed to be rehoused in an emergency.

If at any time a more urgent need to use the reserves arises then the Directors will reconsider their decision.
This policy will be monitored regularly and reviewed annually by the Directors.

Policy adapted and passed by Committee 8th August 2007 J.S.
Updated 15.5.09
Updated 19.5.14
Updated 1.6.16
Updated 17.6.19
Updated 6.6.22
Updated 29.3.23
Reviewed 22.4.24

Equality, Diversity and Inclusion Policy

The Hucknall Hope Lea Project Ltd is committed to encouraging equality, diversity and inclusion, and eliminating unlawful discrimination.

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time and to ensure all Service Users are treated with respect and will not be subject to discriminatory practices, intimidation or harassment.

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits.
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents.
- selection for employment, promotion, training or other developmental opportunities

Our commitments

The Project commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.

2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and service users are recognised and valued.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their

employment, against fellow employees, service users and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, service users, visitors, and members of the public.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

8. Supporting our service users to access the community in which they live and to access services and activities of their choice providing help and guidance as required.

Our disciplinary and grievance procedures

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Policy dated 19.3.24 S. Saxton

Passed by Board of Trustees 19.3.24

The Trustees/ Directors follow the guidelines as directed by the Charity Commission and S.O.R.P.

The Trustees declare that they have approved the Trustees Report.

Signed on behalf of the charity's Trustees:

Signature..... K. M. Challand .....

Full Name..... Kim Marie Challand .....

Position..... Trustee (Fund Raiser) .....

Date ..... 14/07/25. .....

REGISTERED COMPANY NUMBER: 03321416 (England and Wales)
REGISTERED CHARITY NUMBER: 1069660

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

FOR

HUCKNALL HOPE LEA PROJECT LIMITED

This is the latest one.

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

HUCKNALL HOPE LEA PROJECT LIMITED

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for the year ended 31 March 2025

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HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of 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).

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

OBJECTIVES AND ACTIVITIES
Objectives and activities

The project provides Day Residential and Supported Living Services to Adults with Learning Disabilities and their Carers and has been established since 1984 allowing Service Users to have choice, opportunities, security and importantly personal progress and independence.

We have a fully qualified, dedicated and professional staff team throughout the project whose role it is to support the Service Users and Residents.

The objects of the charity are to improve the quality of life for people with learning disability living in or originating in Hucknall and provide a comprehensive local service for individuals and their parents or carers.

The charity's purpose as set out in the company's Memorandum of Association are to :-

- Provide services for the benefit of Adults with Learning Disabilities and their Carers; and
- Fulfil the aims and objectives of the charity by providing a secure locally based service i.e. - Day Services, Residential and Supported Living for adults with learning disabilities and to help each individual to be a valued person in their own right.

Our aims fully demonstrate the purpose the charity was set up to provide

Aims of the charity

I. To provide comprehensive local residential and day services to people with a learning disability living in, or originating from, Huckanll and the surrounding area,
II. To improve the quality of life for each Service User by providing a safe and secure base where they can develop their self-confidence, self-awareness and improve their life skills, knowledge and abilities to achieve their full potential.
III. To help each person feel they have a positive part to play, and are valued, within their own community by involving the local community and making them aware of our project, our Service Users and residents and engaging with them in a positive way.
IV. To provide up to date, sensitive, appropriate and professional support to the Service Users, residents, parents and carers
V. To continue to advertise, promote, improve and develop the project's present services in Hucknall to ensure its continuing success for the future.

The Aims and Objectives of the Residential home and the Supported Living home includes the following:

o To provide people living in the house with an environment, which they regard as their own home and in which they can feel safe and supported, to be accepted as themselves and be accepting of others.
o To support and encourage people living in the house to achieve their chosen potential in all aspects of their lives.
o To provide a secure base through warmth, understanding and support which will enable people to develop their personality and self-confidence.
o To promote independence through acquisition of skills by teaching experience.
o To provide opportunity for choice and decision-making, and the sense of responsibility for independent actions.
o To provide an environment in which acceptable and evaluated risk taking is part of everyday life.
o To develop positive working relationships based on respect, trust and empathy between staff and people living in the houses.
o To provide sensitive, appropriate professional support.
o To respect people's rights as individuals and the choice people have to exercise these rights.
o To enable people living in the house to be seen by others as a valued and positive contribution to the local and wider community.
o To establish and maintain positive working relationships with outside agencies and professional bodies and to use such resources as the need arises.
o To provide support for parents, siblings and carers and facilitate their involvement in the lives of people living in the house.

Residential Services
11/13 Annesley Road
Hucknall Nottingham
NG15 7AD
Tel: 0115 953 8385

Office and Day services
150 Watnall Road
Hucknall Nottingham

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

NG15 7NH
Tel: 0115 953 0825 (office)
Tel: 07563228376 (day services)
Email: office@hopelea.co.uk

Supported Living
20 Herbert Buzzard Court
Hankin Street
Hucknall Nottingham
NG15 7SS
Tel: 0115 953 8385

We are funded by Nottinghamshire County Council; Adult Social Care, Health And Public Protection, and Nottingham Community Housing Association for the Annesley Road property.

Ashfield District Council are the landlord of 150 Watnall Road.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

ACHIEVEMENTS AND PERFORMANCE
Charitable activities

The Day Services and Head office are based at 150 Watnall road Hucknall; the house is leased to the Directors/ Trustees from Ashfield District Council. This is on a five-year lease which commenced on the 1st April 2020 - at a rent charge of £7,000 per annum, a one year extension was granted during this year. The charge of the rent will be covered by Ashfield District Council Grant Funding' for the full term of the five-year lease: which effectively means there is no charge for the rental of the property. The new lease document and grant funding agreement letter is filed at Head Office.

The Project is a Nottinghamshire County Council accredited service for both Residential and Day Services.

We have four residents living in our residential home at Annesley Road in Hucknall, the newest resident moved into the property in October 2024. The residential property is owned by Nottingham Community Housing Association and the Management Committee are the Managing Agents. Our staff also support a Service User living in Herbert Buzzard Court under the 'Supported Living project'.

We are currently working with Nottinghamshire County Council to move our residents into a supported living home. A new bungalow has been found in Hucknall which the residents hope to be moving into in July 2025. The bungalow is owned by Golden Land Housing Ltd who will be the landlords and Hope Lea the Support Provider. The Home Manager has completed a successful tender enabling the project to be awarded a Care Support and Enablement(CSE) contract with the council to allow us to provide supported living services once the move takes effect. the Home manager / registered manager is currently working through the lengthy process with CQC to register the new bungalow and herself as the registered manager to enable the supported living service to go ahead.

Fundraising plays a large part in the success of the project. During the last financial year, the project held several fundraising events which involved the Trustees, Staff and Service Users working together to help raise funds and promote the project within the local community. We have held our usual coffee mornings at our local community centre, had a stall at Pappfest; a fayre held in a neighbouring village and a stall at the Community Day on Hucknall marketplace. We had a wonderful celebration july to commemorate 40 years of Hucknall Hope Lea Project Ltd which was very well supported by parents, carers, friends of Hope Lea Rotary Club members and local councillors.

Gemma Chambers stepped down from the role of Chairperson in May 2024 with the vice-chair Kevin Rostance taking on the new role of Chairperson. The Annual General Meeting was held on Monday 27th January 2025. There were no changes to the board of Trustees at this meeting.

Our Service Users have enjoyed another year of getting out and about in the local community - playing snooker, shopping trips, pub lunches, cinema visits, bowling trips, visit to Matlock, and attended local coffee mornings and joined in with many community group activities. We have a fortnightly seated exercise session which proves to be lots of fun for the Service Users. We have courses running in maths, IT, English and history with tutors coming from West Notts College to deliver the courses. The whole of the project enjoyed a wonderful Christmas meal and entertainment at the Royal British Legion, which was paid for from the Social Fund, which money fundraised or donated by the community. A favourite with the service users is the mobile mini zoo which we have had visit our Day Service a couple of times in the last year. All these extra activities are paid for from out fundraising events and donations.

We are very grateful for all the donations we receive and would like to give thanks to Byron's Rest, Kim Challand, Cassidy's butchers, Mrs Millington, Mr & Mrs Vere, A Gregory, Linda Perks, George Street Working Men's Club, Gordon Mann, Torkard Ensemble, Hucknall Ukulele Group, Mr Brooks, Branson's, Mr & Mrs Ingall, Bryon Lodge, Sherwood Lodge and Cllr Wilmott. Also we must give a mention to all the local community who support us very generously at our fundraising events.

The Trustees would also like to thank the staff throughout the project who have worked tirelessly and professionally throughout the year.

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

FINANCIAL REVIEW
Financial position

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.
All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.
The Trustees aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment costs are also covered in the plan.
The unrestricted funds finance the day to day running of the project and the designated funds are designated to specific use.

We receive a small percentage increase in our funding each year from the local authority which helps towards the increases that have to be met in staff wages and increased running costs.
The national minimum wage was increased by 9.8% in April - this effects the majority of staff at the project. The management team have also been awarded the same percentage increase this year on order to keep them in line with the other members of staff. This increase also means an increase in the amount f Employers National Insurance payments for each member of staff plus an increase to the Employers pension contributions which all has to come out of the Hope Lea budget.

The funding received from Notts County Council enables the project to run successfully; however, it is the extra money we receive from grants, donations and fundraising that allows us to provide outings and activities subsidised or free of charge to our Service Users.

there has been a shortfall in the Day Services and Residential budget for the 24/25 financial year caused by several vacancies we have for Service User placements in the Day Services and for several months only 3 residents were living at the residential home resulting in a loss of funding, however from October 2024 a new resident moved in and this made a considerable difference to the income at the residential service.

Long term absence due to sickness - involving 3 individual members of the staff team has also had a detrimental effect on the project's finances in this financial year.

Professional negligence cover is now a requirement that Nottinghamshire County Council has stipulated must be covered in our insurance policy for the project to continue to be accredited support provider. This along with the usual annual increase in the premium has increased the cost significantly this year.

Reserves policy

The Directors are held responsible for all finances connected with the project. Therefore it is their policy that there is a need for funding to be kept in reserve for the following reasons:-

In the event of the project closing due to:-
1. Lack of funding
2. Resignation of the Directors
3. Any other suitable reason

There would be a need for funding to clear any monies owing and to pay the appropriate staff salaries, any redundancy commitments along with 3 to 6 months running costs. The Directors have designated an appropriate amount of funding to cover any emergencies that may arise. Included in this are designated monies to cover the cost of securing a property should the funding be withdrawn that covers the rent for the Watnall Road property or if the residents needed to be rehoused in an emergency.

If at any time a more urgent need to use the reserves arises then the Directors will reconsider their decision. This policy will be monitored regularly and reviewed annually by the Directors.

At 31 March 2025 the charity had free reserves of £78,262 equivalent to approximately 4 months running costs.

In addition to free reserves there were designated reserves of £127,721 at the year end. Of these designated reserves £35,447 has been set aside for building and repair costs, this is also to cover potential dilapidation cost for when the current property lease expires in 2025. A further £70,000 is a designated contingency fund to. cover closure costs which would include redundancies and continuation of services until residents can be re-housed.

The balance of £22,274 relates to donations from the public set aside for outings and activities, gardening, workshop, purchases for the project that the main funding will not cove for service users and residents..

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

FUTURE PLANS

There is still ongoing talks around moving from Annesley Road once a suitable property is sourced, in the meantime the charity is unable to take on new residents here. The charity is actively looking for more day service services users and will continue to put on more fundraising events in order to increase the reach of Hucknall Hope Lea.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a company limited by guarantee. It was incorporated on 20 February 1997 and registered as a charity on 21 May 1998.

The company was established under a Memorandum of Association which established the objectives and powers of . the charitable company and is governed under its Articles of Association.

Organisational structure

Chairperson is line manager to Chief Operations Officer. Chief Operations Officer is line manager to Day Service , ManagerOffice Manager and Residential Home Manager.
Day Service Manager is line manager to support staff at Watnall Road Day Service and the Residential Home Manager is the line manager to the support workers at the residential home.

The Management Trustees are all Directors and voluntary workers including the Chairperson.

Staff at Watnall Road

Jan Lees - Chief Operations Officer
Sharon Saxton - Office Manager
Marisa Chambers - Day Services Manager
Sandra Pietras - Day Services Support Assistant
Claire Norman - Day Services Support Assistant
Adele Naylor - Day Services Support Assistant
Lyndsey Spray - Day Services Support Assistant
Sharon Rhodes - Day Services Support Assistant

Staff at Annesley Road and 20 Herbert Buzzard Court

Helen Simpson - Home Manager
Marjorie Emson - Support Worker
Sarah Wroblewski - Support Worker
Pittaya Marriott - Support Worker
Janet Willis - Support Worker
Mandy Fleetham - Support Worker

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT
Financial risk analysis statement

The Directors of the Hope Lea Project Ltd recognise that there are certain major risks to which the Charity could be exposed. Therefore these risks have been identified, reviewed and systems have been established to help mitigate those risks.

The risks identified in the day-to-day activities of the Hope Lea Project Ltd have been assessed and the following procedures put into place.

Financial risks

Any transactions by cheque must be signed by two authorised cheque signatories. No blank cheques to be signed at any time.

Our procedure for the application and recording of paying invoices online ensures financial security.

The Office Manager and Operations Officer have financial controls in place to identify and minimise financial risks in their day to day duties which involves checking and authorising various office procedures carried out by the other.

Income and expenditure figures produced by the Home Manager at the Residential home are checked and monitored by the Office Manager monthly. All financial transactions carried out by the Day Services Manager are checked and recorded in the main office.

We aim to maintain good communication and bonds with local fundraisers, local authorities who provide our funding, our accountants and pensions advisor who are able to help with advice and guidance if required.

An adequate amount of funding is kept in reserve.

The Directors must receive regular financial statements and budget figures which are discussed and scrutinised at the Committee Meetings.

The Chairperson/Treasurer to oversee all the yearly budget transactions and check the salaries and online payment of salaries every month to report back to the Directors.

Adequate insurance cover is obtained.

All other risks that could affect the aims and objectives or the good name of the charity have been identified in the policies and guidelines and the Staff Handbook of the Hope Lea Project Ltd. These include the policy on Charity Reserves.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Equality, Diversity and Inclusion policy

Hope Lea Project Ltd is committed to encouraging equality, diversity and inclusion, and eliminating unlawful discrimination.

This policy's purpose is to:

1. Provide equality, fairness and respect for all in out employment, whether temporary, part-time or full-time and to ensure all Service Users are treated with respect and will not be subject to discriminatory practices, intimidation or harassment.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

o Age
o Disability
o Gender reassignment
o Marriage and civil partnership
o Pregnancy and maternity
o Race (including colour, nationality, and ethnic or national origin)
o Religion or belief
o Sex
o Sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

o Pay and benefits
o Terms and conditions of employment
o Dealing with grievances and discipline
o Dismissal
o Redundancy
o Leave for parents
o Selection for employment, promotion, training or other developmental opportunities

Our commitments

The project commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and service users are recognised and valued.
3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination be fellow employees, service users, visitors, and members of the public.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under Protection from harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic- is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff being on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equity Act)
6. Review employment practices and procedures when necessary ro ensure fairness and update them and the policy to take account of changes in the law
7. Monitor the mak-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
8. Supporting our service users to access the community in which they live and to access services and activities of their choice providing help and guidance as required.

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03321416 (England and Wales)

Registered Charity number
1069660

Registered office
150 Watnall Road
Hucknall
Nottngham
Nottinghamshire
NG15 7NH

Trustees
Mrs J Brinklow
Ms K M Challand
Ms J L Chambers (resigned 14.2.25)
Mr R Darrington
Mrs N Hatton
Mr K T Rostance Chairperson
Mrs J Simpson
Mr D Underwood Treasurer
Ms J Vere
Mrs Z A MacGregor

Independent Examiner
James Card FCCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Solicitors
Shelton & Co
388 Carlton Hill
Carlton
Nottingham
NG4 1JA

Bankers
Natwest Bank plc
134 Front Street
Arnold
Nottingham
NG5 7BF

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....
Mr D Underwood - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUCKNALL HOPE LEA PROJECT LIMITED

Independent examiner's report to the trustees of Hucknall Hope Lea Project Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts 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 your charity's accounts as 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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, 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 accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

James Card FCCA
The Association of Chartered Certified Accountants

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date: .....

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the year ended 31 March 2025

	Notes	Unrestricted fund £	Designated funds £	31.3.25 Total funds £	31.3.24 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		**11,720**	**6,816**	**18,536**	26,979
Charitable activities	2				
Spent on care services		-	-	-	270,990
Care services		**284,907**	-	**284,907**	-
Total		**296,627**	**6,816**	**303,443**	297,969
EXPENDITURE ON					
Charitable activities	3				
Spent on care services		**316,017**	**7,766**	**323,783**	317,020
NET INCOME/(EXPENDITURE)		**(19,390)**	**(950)**	**(20,340)**	(19,051)
RECONCILIATION OF FUNDS					
Total funds brought forward		**99,676**	**128,671**	**228,347**	247,398
TOTAL FUNDS CARRIED FORWARD		**80,286**	**127,721**	**208,007**	228,347

CONTINUING OPERATIONS
All income and expenditure has arisen from continuing activities.

HUCKNALL HOPE LEA PROJECT LIMITED

BALANCE SHEET
31 March 2025

	Notes	Unrestricted fund £	Designated funds £	31.3.25 Total funds £	31.3.24 Total funds £
FIXED ASSETS					
Tangible assets	10	**2,024**	-	**2,024**	3,197
CURRENT ASSETS					
Debtors	11	**3,905**	-	**3,905**	6,230
Cash at bank and in hand		**77,576**	**127,721**	**205,297**	221,242
		81,481	**127,721**	**209,202**	227,472
CREDITORS					
Amounts falling due within one year	12	**(3,219)**	-	**(3,219)**	(2,322)
NET CURRENT ASSETS		**78,262**	**127,721**	**205,983**	225,150
TOTAL ASSETS LESS CURRENT LIABILITIES		**80,286**	**127,721**	**208,007**	228,347
NET ASSETS		**80,286**	**127,721**	**208,007**	228,347
FUNDS	14				
Unrestricted funds				**80,286**	99,676
Designated funds				**127,721**	128,671
TOTAL FUNDS				**208,007**	228,347

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

HUCKNALL HOPE LEA PROJECT LIMITED

BALANCE SHEET - continued
31 March 2025

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....
Mr K T Rostance - Trustee

.....
Mr D Underwood - Trustee

HUCKNALL HOPE LEA PROJECT LIMITED

CASH FLOW STATEMENT
for the year ended 31 March 2025

	Notes	31.3.25 £	31.3.24 £
Cash flows from operating activities			
Cash generated from operations	1	**(15,945)**	(17,566)
Net cash used in operating activities		**(15,945)**	(17,566)
Cash flows from investing activities			
Purchase of tangible fixed assets		-	(1,774)
Net cash provided by/(used in) investing activities		-	(1,774)
Change in cash and cash equivalents in the reporting period		**(15,945)**	(19,340)
Cash and cash equivalents at the beginning of the reporting period		**221,242**	240,582
Cash and cash equivalents at the end of the reporting period		**205,297**	221,242

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE CASH FLOW STATEMENT
for the year ended 31 March 2025

1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.25 £	31.3.24 £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	**(20,340)**	(19,051)
Adjustments for:		
Depreciation charges	**1,174**	1,171
Decrease in debtors	**2,324**	1,498
Increase/(decrease) in creditors	**897**	(1,184)
Net cash used in operations	**(15,945)**	(17,566)

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.24 £	Cash flow £	**At 31.3.25 £**
Net cash			
Cash at bank and in hand	**221,242**	**(15,945)**	**205,297**
	221,242	**(15,945)**	**205,297**
Total	**221,242**	**(15,945)**	**205,297**

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income
Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

The charity has not received any material donated goods for its own use. Small items are not recognised in the Statement of Financial Activities.

The monetary value of volunteer services are not recognised in the Statement of Financial Activities.

Income from government grants and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure
Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs involved in undertaking each activity.

Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on the basis consistent with use of the resources.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on cost
Plant and machinery	- 20% on cost
Fixtures and fittings	- 20% on cost

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

1. ACCOUNTING POLICIES - continued

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.25 £	31.3.24 £
Services provided under contract	Spent on care services	-	270,990
Services provided under contract	Care services	284,907	-
		284,907	270,990

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 4)	Support costs (see note 5)	Totals
	£	£	£
Spent on care services	321,497	2,286	323,783

4. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.25 £	31.3.24 £
Staff costs	241,864	220,974
Hire of plant and machinery	2,432	2,312
Rates and water	9,296	8,842
Insurance	4,057	3,083
Light and heat	10,061	19,748
Telephone	1,226	1,790
Postage and stationery	2,381	2,849
Sundries	781	708
Management fees	17,873	16,614
Housekeeping and cleaning	11,887	11,765
Repairs and renewals	3,447	11,331
Registration, materials and training	6,962	4,304
Professional fees	924	614
Travel	166	778
Charitable expenditure	6,966	7,859
Trustees' expenses	-	16
Depreciation	1,174	1,171
	321,497	314,758

5. SUPPORT COSTS

	Governance costs
	£
Spent on care services	2,286

Included within accountancy is the independent examiner's remuneration totalling £2,286 (2024: £2,262).

Support costs, included in the above, are as follows:

	31.3.25 Spent on care services	31.3.24 Total activities
	£	£
Accountancy fees	2,286	2,262

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.25	31.3.24
	£	£
Depreciation - owned assets	1,173	1,171
Hire of plant and machinery	2,432	2,312

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

Trustees expense reimbursed were in respect of travel costs and telephone costs and these were reimbursed to four trustees.

8. EMPLOYMENT COSTS

The average monthly number of employees during the year was as follows:

	31.3.25	31.3.24
Charitable activities	14	14

No employees received emoluments in excess of £60,000.

	2024	2023
	£	£
Wages and salaries	208,112	190,652
Social security costs	7,575	5,179
Pension costs	5,287	4,946
	220,974	200,777

The remuneration of key management personnel amounted to £74,894 (2024: £48,219)

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Designated funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	8,001	18,978	26,979
Charitable activities			
Spent on care services	270,990	-	270,990
Total	278,991	18,978	297,969
EXPENDITURE ON			
Charitable activities			
Spent on care services	301,624	15,396	317,020
NET INCOME/(EXPENDITURE)	(22,633)	3,582	(19,051)
Transfers between funds	1,108	(1,108)	-
Net movement in funds	(21,525)	2,474	(19,051)
RECONCILIATION OF FUNDS			
Total funds brought forward	121,201	126,197	247,398
TOTAL FUNDS CARRIED FORWARD	99,676	128,671	228,347

10. TANGIBLE FIXED ASSETS

	Improvements to property £	Plant and machinery £	Fixtures and fittings £	Totals £
COST				
At 1 April 2024 and 31 March 2025	**24,271**	**10,816**	**17,787**	**52,874**
DEPRECIATION				
At 1 April 2024	**24,270**	**9,642**	**15,765**	**49,677**
Charge for year	-	**432**	**741**	**1,173**
At 31 March 2025	**24,270**	**10,074**	**16,506**	**50,850**
NET BOOK VALUE				
At 31 March 2025	**1**	**742**	**1,281**	**2,024**
At 31 March 2024	1	1,174	2,022	3,197

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Other debtors	3,558	5,807
Prepayments and accrued income	347	423
	3,905	6,230

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Accrued expenses	3,219	2,322

13. LEASING AGREEMENTS

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

	31.3.25	31.3.24
	£	£
Within one year	7,407	9,336

14. MOVEMENT IN FUNDS

	At 1.4.24	Net movement in funds	At 31.3.25
	£	£	£
Unrestricted funds			
General fund	99,676	(19,390)	80,286
Designated funds			
Social fund	8,263	(96)	8,167
Watnall Road fund	7,143	(1,289)	5,854
Workshop fund	830	-	830
Repair fund	34,997	450	35,447
Contingency fund	70,000	-	70,000
Garden fund	7,438	(15)	7,423
	128,671	(950)	127,721
TOTAL FUNDS	228,347	(20,340)	208,007

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	296,627	(316,017)	(19,390)
Designated funds			
Social fund	1,410	(1,506)	(96)
Watnall Road fund	3,169	(4,458)	(1,289)
Repair fund	1,250	(800)	450
Garden fund	987	(1,002)	(15)
	6,816	(7,766)	(950)
TOTAL FUNDS	303,443	(323,783)	(20,340)

continued...

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	121,201	(22,633)	1,108	99,676
Designated funds				
Social fund	8,440	(177)	-	8,263
Watnall Road fund	10,561	(3,418)	-	7,143
Workshop fund	830	-	-	830
Repair fund	28,767	7,338	(1,108)	34,997
Contingency fund	70,000	-	-	70,000
Garden fund	7,599	(161)	-	7,438
	126,197	3,582	(1,108)	128,671
TOTAL FUNDS	247,398	(19,051)	-	228,347

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	278,991	(301,624)	(22,633)
Designated funds			
Social fund	1,391	(1,568)	(177)
Watnall Road fund	2,176	(5,594)	(3,418)
Repair fund	14,875	(7,537)	7,338
Garden fund	536	(697)	(161)
	18,978	(15,396)	3,582
TOTAL FUNDS	297,969	(317,020)	(19,051)

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
Unrestricted funds				
General fund	121,201	(42,023)	1,108	80,286
Designated funds				
Social fund	8,440	(273)	-	8,167
Watnall Road fund	10,561	(4,707)	-	5,854
Workshop fund	830	-	-	830
Repair fund	28,767	7,788	(1,108)	35,447
Contingency fund	70,000	-	-	70,000
Garden fund	7,599	(176)	-	7,423
	126,197	2,632	(1,108)	127,721
TOTAL FUNDS	247,398	(39,391)	-	208,007

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	575,618	(617,641)	(42,023)
Designated funds			
Social fund	2,801	(3,074)	(273)
Watnall Road fund	5,345	(10,052)	(4,707)
Repair fund	16,125	(8,337)	7,788
Garden fund	1,523	(1,699)	(176)
	25,794	(23,162)	2,632
TOTAL FUNDS	601,412	(640,803)	(39,391)

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

16. FUNDS

Social fund
To pay for social outings and parties for the Service Users, carers, and everyone.

Watnall Road fund
For the Service Users and staff to pay for outings, meals out, special birthdays (parties) and many other activities tat provide a better quality of service.

Workshop fund
To provide activities in the workshop, such as making bird houses and other craft items.

Repair fund
For any major repairs that occur on the property at 150 Watnall Road.

16. FUNDS - continued

Contingency fund
Set aside in event of organisation closure, to pay for redundancy and any outstanding debts.

Garden fund
To purchase plants, seeds, compost, hanging baskets and tools required to keep our garden looking good which the Service Users take pride in.

17. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

HUCKNALL HOPE LEA PROJECT LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2025

	31.3.25 £	31.3.24 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	**7,936**	19,979
Grants	**10,600**	7,000
	18,536	26,979
Charitable activities		
Services provided under contract	**284,907**	270,990
Total incoming resources	**303,443**	297,969
EXPENDITURE		
Charitable activities		
Wages	**225,885**	208,112
Social security	**10,307**	7,575
Pensions	**5,672**	5,287
Hire of plant and machinery	**2,432**	2,312
Rates and water	**9,296**	8,842
Insurance	**4,057**	3,083
Light and heat	**10,061**	19,748
Telephone	**1,226**	1,790
Postage and stationery	**2,381**	2,849
Sundries	**781**	708
Management fees	**17,873**	16,614
Housekeeping and cleaning	**11,887**	11,765
Repairs and renewals	**3,447**	11,331
Registration, materials and training	**6,962**	4,304
Professional fees	**924**	614
Travel	**166**	778
Charitable expenditure	**6,966**	7,859
Trustees' expenses	**-**	16
Plant and machinery	**433**	388
Fixtures and fittings	**741**	783
	321,497	314,758
Support costs		
Governance costs		
Accountancy fees	**2,286**	2,262
Total resources expended	**323,783**	317,020
Net expenditure	**(20,340)**	(19,051)

REGISTERED COMPANY NUMBER: 03321416 (England and Wales)
REGISTERED CHARITY NUMBER: 1069660

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

FOR

HUCKNALL HOPE LEA PROJECT LIMITED

This is the latest one.

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

HUCKNALL HOPE LEA PROJECT LIMITED

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for the year ended 31 March 2025

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HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of 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).

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

OBJECTIVES AND ACTIVITIES
Objectives and activities

The project provides Day Residential and Supported Living Services to Adults with Learning Disabilities and their Carers and has been established since 1984 allowing Service Users to have choice, opportunities, security and importantly personal progress and independence.

We have a fully qualified, dedicated and professional staff team throughout the project whose role it is to support the Service Users and Residents.

The objects of the charity are to improve the quality of life for people with learning disability living in or originating in Hucknall and provide a comprehensive local service for individuals and their parents or carers.

The charity's purpose as set out in the company's Memorandum of Association are to :-

- Provide services for the benefit of Adults with Learning Disabilities and their Carers; and
- Fulfil the aims and objectives of the charity by providing a secure locally based service i.e. - Day Services, Residential and Supported Living for adults with learning disabilities and to help each individual to be a valued person in their own right.

Our aims fully demonstrate the purpose the charity was set up to provide

Aims of the charity

I. To provide comprehensive local residential and day services to people with a learning disability living in, or originating from, Huckanll and the surrounding area,
II. To improve the quality of life for each Service User by providing a safe and secure base where they can develop their self-confidence, self-awareness and improve their life skills, knowledge and abilities to achieve their full potential.
III. To help each person feel they have a positive part to play, and are valued, within their own community by involving the local community and making them aware of our project, our Service Users and residents and engaging with them in a positive way.
IV. To provide up to date, sensitive, appropriate and professional support to the Service Users, residents, parents and carers
V. To continue to advertise, promote, improve and develop the project's present services in Hucknall to ensure its continuing success for the future.

The Aims and Objectives of the Residential home and the Supported Living home includes the following:

o To provide people living in the house with an environment, which they regard as their own home and in which they can feel safe and supported, to be accepted as themselves and be accepting of others.
o To support and encourage people living in the house to achieve their chosen potential in all aspects of their lives.
o To provide a secure base through warmth, understanding and support which will enable people to develop their personality and self-confidence.
o To promote independence through acquisition of skills by teaching experience.
o To provide opportunity for choice and decision-making, and the sense of responsibility for independent actions.
o To provide an environment in which acceptable and evaluated risk taking is part of everyday life.
o To develop positive working relationships based on respect, trust and empathy between staff and people living in the houses.
o To provide sensitive, appropriate professional support.
o To respect people's rights as individuals and the choice people have to exercise these rights.
o To enable people living in the house to be seen by others as a valued and positive contribution to the local and wider community.
o To establish and maintain positive working relationships with outside agencies and professional bodies and to use such resources as the need arises.
o To provide support for parents, siblings and carers and facilitate their involvement in the lives of people living in the house.

Residential Services
11/13 Annesley Road
Hucknall Nottingham
NG15 7AD
Tel: 0115 953 8385

Office and Day services
150 Watnall Road
Hucknall Nottingham

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

NG15 7NH
Tel: 0115 953 0825 (office)
Tel: 07563228376 (day services)
Email: office@hopelea.co.uk

Supported Living
20 Herbert Buzzard Court
Hankin Street
Hucknall Nottingham
NG15 7SS
Tel: 0115 953 8385

We are funded by Nottinghamshire County Council; Adult Social Care, Health And Public Protection, and Nottingham Community Housing Association for the Annesley Road property.

Ashfield District Council are the landlord of 150 Watnall Road.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

ACHIEVEMENTS AND PERFORMANCE
Charitable activities

The Day Services and Head office are based at 150 Watnall road Hucknall; the house is leased to the Directors/ Trustees from Ashfield District Council. This is on a five-year lease which commenced on the 1st April 2020 - at a rent charge of £7,000 per annum, a one year extension was granted during this year. The charge of the rent will be covered by Ashfield District Council Grant Funding' for the full term of the five-year lease: which effectively means there is no charge for the rental of the property. The new lease document and grant funding agreement letter is filed at Head Office.

The Project is a Nottinghamshire County Council accredited service for both Residential and Day Services.

We have four residents living in our residential home at Annesley Road in Hucknall, the newest resident moved into the property in October 2024. The residential property is owned by Nottingham Community Housing Association and the Management Committee are the Managing Agents. Our staff also support a Service User living in Herbert Buzzard Court under the 'Supported Living project'.

We are currently working with Nottinghamshire County Council to move our residents into a supported living home. A new bungalow has been found in Hucknall which the residents hope to be moving into in July 2025. The bungalow is owned by Golden Land Housing Ltd who will be the landlords and Hope Lea the Support Provider. The Home Manager has completed a successful tender enabling the project to be awarded a Care Support and Enablement(CSE) contract with the council to allow us to provide supported living services once the move takes effect. the Home manager / registered manager is currently working through the lengthy process with CQC to register the new bungalow and herself as the registered manager to enable the supported living service to go ahead.

Fundraising plays a large part in the success of the project. During the last financial year, the project held several fundraising events which involved the Trustees, Staff and Service Users working together to help raise funds and promote the project within the local community. We have held our usual coffee mornings at our local community centre, had a stall at Pappfest; a fayre held in a neighbouring village and a stall at the Community Day on Hucknall marketplace. We had a wonderful celebration july to commemorate 40 years of Hucknall Hope Lea Project Ltd which was very well supported by parents, carers, friends of Hope Lea Rotary Club members and local councillors.

Gemma Chambers stepped down from the role of Chairperson in May 2024 with the vice-chair Kevin Rostance taking on the new role of Chairperson. The Annual General Meeting was held on Monday 27th January 2025. There were no changes to the board of Trustees at this meeting.

Our Service Users have enjoyed another year of getting out and about in the local community - playing snooker, shopping trips, pub lunches, cinema visits, bowling trips, visit to Matlock, and attended local coffee mornings and joined in with many community group activities. We have a fortnightly seated exercise session which proves to be lots of fun for the Service Users. We have courses running in maths, IT, English and history with tutors coming from West Notts College to deliver the courses. The whole of the project enjoyed a wonderful Christmas meal and entertainment at the Royal British Legion, which was paid for from the Social Fund, which money fundraised or donated by the community. A favourite with the service users is the mobile mini zoo which we have had visit our Day Service a couple of times in the last year. All these extra activities are paid for from out fundraising events and donations.

We are very grateful for all the donations we receive and would like to give thanks to Byron's Rest, Kim Challand, Cassidy's butchers, Mrs Millington, Mr & Mrs Vere, A Gregory, Linda Perks, George Street Working Men's Club, Gordon Mann, Torkard Ensemble, Hucknall Ukulele Group, Mr Brooks, Branson's, Mr & Mrs Ingall, Bryon Lodge, Sherwood Lodge and Cllr Wilmott. Also we must give a mention to all the local community who support us very generously at our fundraising events.

The Trustees would also like to thank the staff throughout the project who have worked tirelessly and professionally throughout the year.

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

FINANCIAL REVIEW
Financial position

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.
All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.
The Trustees aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment costs are also covered in the plan.
The unrestricted funds finance the day to day running of the project and the designated funds are designated to specific use.

We receive a small percentage increase in our funding each year from the local authority which helps towards the increases that have to be met in staff wages and increased running costs.
The national minimum wage was increased by 9.8% in April - this effects the majority of staff at the project. The management team have also been awarded the same percentage increase this year on order to keep them in line with the other members of staff. This increase also means an increase in the amount f Employers National Insurance payments for each member of staff plus an increase to the Employers pension contributions which all has to come out of the Hope Lea budget.

The funding received from Notts County Council enables the project to run successfully; however, it is the extra money we receive from grants, donations and fundraising that allows us to provide outings and activities subsidised or free of charge to our Service Users.

there has been a shortfall in the Day Services and Residential budget for the 24/25 financial year caused by several vacancies we have for Service User placements in the Day Services and for several months only 3 residents were living at the residential home resulting in a loss of funding, however from October 2024 a new resident moved in and this made a considerable difference to the income at the residential service.

Long term absence due to sickness - involving 3 individual members of the staff team has also had a detrimental effect on the project's finances in this financial year.

Professional negligence cover is now a requirement that Nottinghamshire County Council has stipulated must be covered in our insurance policy for the project to continue to be accredited support provider. This along with the usual annual increase in the premium has increased the cost significantly this year.

Reserves policy

The Directors are held responsible for all finances connected with the project. Therefore it is their policy that there is a need for funding to be kept in reserve for the following reasons:-

In the event of the project closing due to:-
1. Lack of funding
2. Resignation of the Directors
3. Any other suitable reason

There would be a need for funding to clear any monies owing and to pay the appropriate staff salaries, any redundancy commitments along with 3 to 6 months running costs. The Directors have designated an appropriate amount of funding to cover any emergencies that may arise. Included in this are designated monies to cover the cost of securing a property should the funding be withdrawn that covers the rent for the Watnall Road property or if the residents needed to be rehoused in an emergency.

If at any time a more urgent need to use the reserves arises then the Directors will reconsider their decision. This policy will be monitored regularly and reviewed annually by the Directors.

At 31 March 2025 the charity had free reserves of £78,262 equivalent to approximately 4 months running costs.

In addition to free reserves there were designated reserves of £127,721 at the year end. Of these designated reserves £35,447 has been set aside for building and repair costs, this is also to cover potential dilapidation cost for when the current property lease expires in 2025. A further £70,000 is a designated contingency fund to. cover closure costs which would include redundancies and continuation of services until residents can be re-housed.

The balance of £22,274 relates to donations from the public set aside for outings and activities, gardening, workshop, purchases for the project that the main funding will not cove for service users and residents..

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

FUTURE PLANS

There is still ongoing talks around moving from Annesley Road once a suitable property is sourced, in the meantime the charity is unable to take on new residents here. The charity is actively looking for more day service services users and will continue to put on more fundraising events in order to increase the reach of Hucknall Hope Lea.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a company limited by guarantee. It was incorporated on 20 February 1997 and registered as a charity on 21 May 1998.

The company was established under a Memorandum of Association which established the objectives and powers of . the charitable company and is governed under its Articles of Association.

Organisational structure

Chairperson is line manager to Chief Operations Officer. Chief Operations Officer is line manager to Day Service , ManagerOffice Manager and Residential Home Manager.
Day Service Manager is line manager to support staff at Watnall Road Day Service and the Residential Home Manager is the line manager to the support workers at the residential home.

The Management Trustees are all Directors and voluntary workers including the Chairperson.

Staff at Watnall Road

Jan Lees - Chief Operations Officer
Sharon Saxton - Office Manager
Marisa Chambers - Day Services Manager
Sandra Pietras - Day Services Support Assistant
Claire Norman - Day Services Support Assistant
Adele Naylor - Day Services Support Assistant
Lyndsey Spray - Day Services Support Assistant
Sharon Rhodes - Day Services Support Assistant

Staff at Annesley Road and 20 Herbert Buzzard Court

Helen Simpson - Home Manager
Marjorie Emson - Support Worker
Sarah Wroblewski - Support Worker
Pittaya Marriott - Support Worker
Janet Willis - Support Worker
Mandy Fleetham - Support Worker

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT
Financial risk analysis statement

The Directors of the Hope Lea Project Ltd recognise that there are certain major risks to which the Charity could be exposed. Therefore these risks have been identified, reviewed and systems have been established to help mitigate those risks.

The risks identified in the day-to-day activities of the Hope Lea Project Ltd have been assessed and the following procedures put into place.

Financial risks

Any transactions by cheque must be signed by two authorised cheque signatories. No blank cheques to be signed at any time.

Our procedure for the application and recording of paying invoices online ensures financial security.

The Office Manager and Operations Officer have financial controls in place to identify and minimise financial risks in their day to day duties which involves checking and authorising various office procedures carried out by the other.

Income and expenditure figures produced by the Home Manager at the Residential home are checked and monitored by the Office Manager monthly. All financial transactions carried out by the Day Services Manager are checked and recorded in the main office.

We aim to maintain good communication and bonds with local fundraisers, local authorities who provide our funding, our accountants and pensions advisor who are able to help with advice and guidance if required.

An adequate amount of funding is kept in reserve.

The Directors must receive regular financial statements and budget figures which are discussed and scrutinised at the Committee Meetings.

The Chairperson/Treasurer to oversee all the yearly budget transactions and check the salaries and online payment of salaries every month to report back to the Directors.

Adequate insurance cover is obtained.

All other risks that could affect the aims and objectives or the good name of the charity have been identified in the policies and guidelines and the Staff Handbook of the Hope Lea Project Ltd. These include the policy on Charity Reserves.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Equality, Diversity and Inclusion policy

Hope Lea Project Ltd is committed to encouraging equality, diversity and inclusion, and eliminating unlawful discrimination.

This policy's purpose is to:

1. Provide equality, fairness and respect for all in out employment, whether temporary, part-time or full-time and to ensure all Service Users are treated with respect and will not be subject to discriminatory practices, intimidation or harassment.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

o Age
o Disability
o Gender reassignment
o Marriage and civil partnership
o Pregnancy and maternity
o Race (including colour, nationality, and ethnic or national origin)
o Religion or belief
o Sex
o Sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

o Pay and benefits
o Terms and conditions of employment
o Dealing with grievances and discipline
o Dismissal
o Redundancy
o Leave for parents
o Selection for employment, promotion, training or other developmental opportunities

Our commitments

The project commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and service users are recognised and valued.
3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination be fellow employees, service users, visitors, and members of the public.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under Protection from harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic- is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning staff being on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equity Act)
6. Review employment practices and procedures when necessary ro ensure fairness and update them and the policy to take account of changes in the law
7. Monitor the mak-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
8. Supporting our service users to access the community in which they live and to access services and activities of their choice providing help and guidance as required.

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03321416 (England and Wales)

Registered Charity number
1069660

Registered office
150 Watnall Road
Hucknall
Nottngham
Nottinghamshire
NG15 7NH

Trustees
Mrs J Brinklow
Ms K M Challand
Ms J L Chambers (resigned 14.2.25)
Mr R Darrington
Mrs N Hatton
Mr K T Rostance Chairperson
Mrs J Simpson
Mr D Underwood Treasurer
Ms J Vere
Mrs Z A MacGregor

Independent Examiner
James Card FCCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Solicitors
Shelton & Co
388 Carlton Hill
Carlton
Nottingham
NG4 1JA

Bankers
Natwest Bank plc
134 Front Street
Arnold
Nottingham
NG5 7BF

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....
Mr D Underwood - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUCKNALL HOPE LEA PROJECT LIMITED

Independent examiner's report to the trustees of Hucknall Hope Lea Project Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts 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 your charity's accounts as 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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, 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 accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

James Card FCCA
The Association of Chartered Certified Accountants

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date: .....

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the year ended 31 March 2025

	Notes	Unrestricted fund £	Designated funds £	31.3.25 Total funds £	31.3.24 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		**11,720**	**6,816**	**18,536**	26,979
Charitable activities	2				
Spent on care services		-	-	-	270,990
Care services		**284,907**	-	**284,907**	-
Total		**296,627**	**6,816**	**303,443**	297,969
EXPENDITURE ON					
Charitable activities	3				
Spent on care services		**316,017**	**7,766**	**323,783**	317,020
NET INCOME/(EXPENDITURE)		**(19,390)**	**(950)**	**(20,340)**	(19,051)
RECONCILIATION OF FUNDS					
Total funds brought forward		**99,676**	**128,671**	**228,347**	247,398
TOTAL FUNDS CARRIED FORWARD		**80,286**	**127,721**	**208,007**	228,347

CONTINUING OPERATIONS
All income and expenditure has arisen from continuing activities.

HUCKNALL HOPE LEA PROJECT LIMITED

BALANCE SHEET
31 March 2025

	Notes	Unrestricted fund £	Designated funds £	31.3.25 Total funds £	31.3.24 Total funds £
FIXED ASSETS					
Tangible assets	10	**2,024**	-	**2,024**	3,197
CURRENT ASSETS					
Debtors	11	**3,905**	-	**3,905**	6,230
Cash at bank and in hand		**77,576**	**127,721**	**205,297**	221,242
		81,481	**127,721**	**209,202**	227,472
CREDITORS					
Amounts falling due within one year	12	**(3,219)**	-	**(3,219)**	(2,322)
NET CURRENT ASSETS		**78,262**	**127,721**	**205,983**	225,150
TOTAL ASSETS LESS CURRENT LIABILITIES		**80,286**	**127,721**	**208,007**	228,347
NET ASSETS		**80,286**	**127,721**	**208,007**	228,347
FUNDS	14				
Unrestricted funds				**80,286**	99,676
Designated funds				**127,721**	128,671
TOTAL FUNDS				**208,007**	228,347

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

HUCKNALL HOPE LEA PROJECT LIMITED

BALANCE SHEET - continued
31 March 2025

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....
Mr K T Rostance - Trustee

.....
Mr D Underwood - Trustee

HUCKNALL HOPE LEA PROJECT LIMITED

CASH FLOW STATEMENT
for the year ended 31 March 2025

	Notes	31.3.25 £	31.3.24 £
Cash flows from operating activities			
Cash generated from operations	1	**(15,945)**	(17,566)
Net cash used in operating activities		**(15,945)**	(17,566)
Cash flows from investing activities			
Purchase of tangible fixed assets		-	(1,774)
Net cash provided by/(used in) investing activities		-	(1,774)
Change in cash and cash equivalents in the reporting period		**(15,945)**	(19,340)
Cash and cash equivalents at the beginning of the reporting period		**221,242**	240,582
Cash and cash equivalents at the end of the reporting period		**205,297**	221,242

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE CASH FLOW STATEMENT
for the year ended 31 March 2025

1. RECONCILIATION OF NET EXPENDITURE TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.25 £	31.3.24 £
Net expenditure for the reporting period (as per the Statement of Financial Activities)	**(20,340)**	(19,051)
Adjustments for:		
Depreciation charges	**1,174**	1,171
Decrease in debtors	**2,324**	1,498
Increase/(decrease) in creditors	**897**	(1,184)
Net cash used in operations	**(15,945)**	(17,566)

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.24 £	Cash flow £	**At 31.3.25 £**
Net cash			
Cash at bank and in hand	**221,242**	**(15,945)**	**205,297**
	221,242	**(15,945)**	**205,297**
Total	**221,242**	**(15,945)**	**205,297**

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2025

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income
Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

The charity has not received any material donated goods for its own use. Small items are not recognised in the Statement of Financial Activities.

The monetary value of volunteer services are not recognised in the Statement of Financial Activities.

Income from government grants and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure
Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs involved in undertaking each activity.

Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on the basis consistent with use of the resources.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on cost
Plant and machinery	- 20% on cost
Fixtures and fittings	- 20% on cost

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

1. ACCOUNTING POLICIES - continued

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.25 £	31.3.24 £
Services provided under contract	Spent on care services	-	270,990
Services provided under contract	Care services	284,907	-
		284,907	270,990

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 4)	Support costs (see note 5)	Totals
	£	£	£
Spent on care services	321,497	2,286	323,783

4. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.25 £	31.3.24 £
Staff costs	241,864	220,974
Hire of plant and machinery	2,432	2,312
Rates and water	9,296	8,842
Insurance	4,057	3,083
Light and heat	10,061	19,748
Telephone	1,226	1,790
Postage and stationery	2,381	2,849
Sundries	781	708
Management fees	17,873	16,614
Housekeeping and cleaning	11,887	11,765
Repairs and renewals	3,447	11,331
Registration, materials and training	6,962	4,304
Professional fees	924	614
Travel	166	778
Charitable expenditure	6,966	7,859
Trustees' expenses	-	16
Depreciation	1,174	1,171
	321,497	314,758

5. SUPPORT COSTS

	Governance costs
	£
Spent on care services	2,286

Included within accountancy is the independent examiner's remuneration totalling £2,286 (2024: £2,262).

Support costs, included in the above, are as follows:

	31.3.25 Spent on care services	31.3.24 Total activities
	£	£
Accountancy fees	2,286	2,262

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.25	31.3.24
	£	£
Depreciation - owned assets	1,173	1,171
Hire of plant and machinery	2,432	2,312

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

Trustees' expenses

Trustees expense reimbursed were in respect of travel costs and telephone costs and these were reimbursed to four trustees.

8. EMPLOYMENT COSTS

The average monthly number of employees during the year was as follows:

	31.3.25	31.3.24
Charitable activities	14	14

No employees received emoluments in excess of £60,000.

	2024	2023
	£	£
Wages and salaries	208,112	190,652
Social security costs	7,575	5,179
Pension costs	5,287	4,946
	220,974	200,777

The remuneration of key management personnel amounted to £74,894 (2024: £48,219)

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2025

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Designated funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	8,001	18,978	26,979
Charitable activities			
Spent on care services	270,990	-	270,990
Total	278,991	18,978	297,969
EXPENDITURE ON			
Charitable activities			
Spent on care services	301,624	15,396	317,020
NET INCOME/(EXPENDITURE)	(22,633)	3,582	(19,051)
Transfers between funds	1,108	(1,108)	-
Net movement in funds	(21,525)	2,474	(19,051)
RECONCILIATION OF FUNDS			
Total funds brought forward	121,201	126,197	247,398
TOTAL FUNDS CARRIED FORWARD	99,676	128,671	228,347

10. TANGIBLE FIXED ASSETS

	Improvements to property £	Plant and machinery £	Fixtures and fittings £	Totals £
COST				
At 1 April 2024 and 31 March 2025	**24,271**	**10,816**	**17,787**	**52,874**
DEPRECIATION				
At 1 April 2024	**24,270**	**9,642**	**15,765**	**49,677**
Charge for year	-	**432**	**741**	**1,173**
At 31 March 2025	**24,270**	**10,074**	**16,506**	**50,850**
NET BOOK VALUE				
At 31 March 2025	**1**	**742**	**1,281**	**2,024**
At 31 March 2024	1	1,174	2,022	3,197

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Other debtors	3,558	5,807
Prepayments and accrued income	347	423
	3,905	6,230

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Accrued expenses	3,219	2,322

13. LEASING AGREEMENTS

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

	31.3.25	31.3.24
	£	£
Within one year	7,407	9,336

14. MOVEMENT IN FUNDS

	At 1.4.24	Net movement in funds	At 31.3.25
	£	£	£
Unrestricted funds			
General fund	99,676	(19,390)	80,286
Designated funds			
Social fund	8,263	(96)	8,167
Watnall Road fund	7,143	(1,289)	5,854
Workshop fund	830	-	830
Repair fund	34,997	450	35,447
Contingency fund	70,000	-	70,000
Garden fund	7,438	(15)	7,423
	128,671	(950)	127,721
TOTAL FUNDS	228,347	(20,340)	208,007

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	296,627	(316,017)	(19,390)
Designated funds			
Social fund	1,410	(1,506)	(96)
Watnall Road fund	3,169	(4,458)	(1,289)
Repair fund	1,250	(800)	450
Garden fund	987	(1,002)	(15)
	6,816	(7,766)	(950)
TOTAL FUNDS	303,443	(323,783)	(20,340)

continued...

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	121,201	(22,633)	1,108	99,676
Designated funds				
Social fund	8,440	(177)	-	8,263
Watnall Road fund	10,561	(3,418)	-	7,143
Workshop fund	830	-	-	830
Repair fund	28,767	7,338	(1,108)	34,997
Contingency fund	70,000	-	-	70,000
Garden fund	7,599	(161)	-	7,438
	126,197	3,582	(1,108)	128,671
TOTAL FUNDS	247,398	(19,051)	-	228,347

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	278,991	(301,624)	(22,633)
Designated funds			
Social fund	1,391	(1,568)	(177)
Watnall Road fund	2,176	(5,594)	(3,418)
Repair fund	14,875	(7,537)	7,338
Garden fund	536	(697)	(161)
	18,978	(15,396)	3,582
TOTAL FUNDS	297,969	(317,020)	(19,051)

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
Unrestricted funds				
General fund	121,201	(42,023)	1,108	80,286
Designated funds				
Social fund	8,440	(273)	-	8,167
Watnall Road fund	10,561	(4,707)	-	5,854
Workshop fund	830	-	-	830
Repair fund	28,767	7,788	(1,108)	35,447
Contingency fund	70,000	-	-	70,000
Garden fund	7,599	(176)	-	7,423
	126,197	2,632	(1,108)	127,721
TOTAL FUNDS	247,398	(39,391)	-	208,007

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	575,618	(617,641)	(42,023)
Designated funds			
Social fund	2,801	(3,074)	(273)
Watnall Road fund	5,345	(10,052)	(4,707)
Repair fund	16,125	(8,337)	7,788
Garden fund	1,523	(1,699)	(176)
	25,794	(23,162)	2,632
TOTAL FUNDS	601,412	(640,803)	(39,391)

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

16. FUNDS

Social fund
To pay for social outings and parties for the Service Users, carers, and everyone.

Watnall Road fund
For the Service Users and staff to pay for outings, meals out, special birthdays (parties) and many other activities tat provide a better quality of service.

Workshop fund
To provide activities in the workshop, such as making bird houses and other craft items.

Repair fund
For any major repairs that occur on the property at 150 Watnall Road.

16. FUNDS - continued

Contingency fund
Set aside in event of organisation closure, to pay for redundancy and any outstanding debts.

Garden fund
To purchase plants, seeds, compost, hanging baskets and tools required to keep our garden looking good which the Service Users take pride in.

17. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

HUCKNALL HOPE LEA PROJECT LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2025

	31.3.25 £	31.3.24 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	**7,936**	19,979
Grants	**10,600**	7,000
	18,536	26,979
Charitable activities		
Services provided under contract	**284,907**	270,990
Total incoming resources	**303,443**	297,969
EXPENDITURE		
Charitable activities		
Wages	**225,885**	208,112
Social security	**10,307**	7,575
Pensions	**5,672**	5,287
Hire of plant and machinery	**2,432**	2,312
Rates and water	**9,296**	8,842
Insurance	**4,057**	3,083
Light and heat	**10,061**	19,748
Telephone	**1,226**	1,790
Postage and stationery	**2,381**	2,849
Sundries	**781**	708
Management fees	**17,873**	16,614
Housekeeping and cleaning	**11,887**	11,765
Repairs and renewals	**3,447**	11,331
Registration, materials and training	**6,962**	4,304
Professional fees	**924**	614
Travel	**166**	778
Charitable expenditure	**6,966**	7,859
Trustees' expenses	**-**	16
Plant and machinery	**433**	388
Fixtures and fittings	**741**	783
	321,497	314,758
Support costs		
Governance costs		
Accountancy fees	**2,286**	2,262
Total resources expended	**323,783**	317,020
Net expenditure	**(20,340)**	(19,051)

HUCKNALL HOPE LEA PROJECT LTD

England & Wales - Charity number 1069660

Accounts

HUCKNALL HOPE LEA PROJECT LTD

Providing Services For Adults With Learning Disabilities

TRUSTEES ANNUAL REPORT

For the period 1.4.23 to 31.3.24

Company Reg. No. 3321416 Reg. Charity No. 1069660

STATEMENT OF AIMS AND OBJECTIVES

1. To provide comprehensive local residential and day services to people with a learning disability living in, or originating from, Hucknall and the surrounding area.
2. To improve the quality of life for each Service User by providing a safe and secure base where they can develop their self-confidence, self-awareness and improve their life skills, knowledge and abilities to achieve their full potential.
3. To help each person feel they have a positive part to play, and are valued, within their own community by involving the local community and making them aware of our project, our Service Users and residents and engaging with them in a positive way.
4. To provide up to date, sensitive, appropriate and professional support to the Service Users, residents, parents and carers.
5. To continue to advertise, promote, improve and develop the project's present services in Hucknall to ensure its continuing success for the future.

AIMS AND OBJECTIVES

The Aims and Objectives of the Residential home and the Supported Living home includes the following:-

To provide people living in the house with an environment, which they regard as their own home and in which they can feel safe and supported, to be accepted as themselves and be accepting of others.

To support and encourage people living in the house to achieve their chosen potential in all aspects of their lives.

To provide a secure base through warmth, understanding and support which will enable people to develop their personality and self-confidence.

To promote independence through acquisition of skills by teaching experience.

To provide opportunity for choice and decision-making, and the sense of responsibility for independent actions.

To provide an environment in which acceptable and evaluated risk taking is part of everyday life.

To develop positive working relationships based on respect, trust and empathy between staff and people living in the houses.

To provide sensitive, appropriate professional support.

To respect people's rights as individuals and the choice people have to exercise these rights.

To enable people living in the house to be seen by others as a valued and positive contribution to the local and wider community.

To establish and maintain positive working relationships with outside agencies and professional bodies and to use such resources as the need arises.

To provide support for parents, siblings and carers and facilitate their involvement in the lives of people living in the house.

Residential Services	Office and Day Services	Supported Living
11/13 Annesley Road Hucknall Nottingham NG15 7AD	150 Watnall Road Hucknall Nottingham NG15 7NH	20 Herbert Buzzard Court Hankin Street Hucknall Nottingham NG15 7SS
Tel. 0115 9538385	0115 9530825 (office) 07563228376 (day services) e.mail office@hopelea.co.uk	0115 9538385

Hope Lea accounts have been examined and a financial statement produced by **Hewitt Card Ltd** Chartered Certified Accountants.

Solicitor Sheltons Solicitors

Funded By Nottinghamshire County Council; Adult Social Care, Health And Public Protection

Nottingham Community Housing Association re Annesley road property

Ashfield District Council landlord of 150 Watnall road

Trustees/Directors

Jemma Chambers - Chairperson
Duane Underwood – Treasurer
Kevin Rostance – Vice Chairperson
Kim Challand
Joan Brinklow
Janet Simpson
Norah Hatton
Jacky Vere
Richard Darrington
Zoe Macgregor

Staff at Watnall road

Jan Lees - Chief Operations Officer
Sharon Saxton – Office Manager
Merisa Chambers – Day Services Supervisor
Sandra Pietras – Day Services Support Assistant
Claire Norman – Day Services Support Assistant
Sheila Wildgoose – Day Services Support Assistant
Adele Naylor – Day Services Support Assistant
Lyndsey Spray – Day Services Support Assistant

Staff at Annesley road and 20 Herbert Buzzard Court

Helen Simpson - Home Manager
Marjorie Emson - Support Worker
Merisa Chambers - Support Worker
Sarah Wroblewski - Support Worker
Pittaya Marriott - Support Worker
Janet Willis - Support Worker
Mandy Fleetham - Support Worker

ORGANISATIONAL STRUCTURE

BOARD OF TRUSTEES
CHAIRPERSON

TREASURER (Duane Underwood) | **FUNDRAISING** (Kim Challand) | **GOVERNANCE PROCESS** (Kevin Rostance) | **SERVICE DELIVERY** (Jacky Vere) | **TRUSTEES**

Chief Operations Officer
Jan Lees

Day Services Supervisor
Merisa Chambers

Office Manager
Sharon Saxton

Residential Manager
Helen Simpson

5 **Day Service Support Workers**

5 Residential Support Workers

THE HUCKNALL HOPE LEA PROJECT LTD

PROVIDING COMPREHENSIVE SERVICES FOR ADULTS WITH LEARNING DISABILITIES

The project provides Day - Residential and Supported Living Services to Adults with Learning Disabilities and their Carers and has been established since 1984 allowing Service Users to have choice, opportunities, security and importantly personal progress and independence. The project is a charitable company limited by guarantee. Our constitution is set out in the Memorandum and Articles of Association dated the 20th of February 1997.

We have a fully qualified, dedicated and professional staff team throughout the project whose role it is to support the Service Users and Residents.

The Day Services and Head office are based at 150 Watnall road Hucknall; the house is leased to the Directors/ Trustees from Ashfield District Council. This is on a five-year lease which commenced on the 1st April 2020 - at a rent charge of £7,000 per annum. The charge of the rent will be covered by Ashfield District Council Grant Funding' for the full term of the five-year lease: which effectively means there is no charge for the rental of the property. The new lease document and grant funding agreement letter is filed at Head Office. The Project is a Nottinghamshire County Council accredited service for both Residential and Day Services.

We have three residents living in our residential home at Annesley Road in Hucknall. Sadly, one of our residents passed away in September 2023, he will be sorely missed by everyone at Hope Lea. The residential property is owned by Nottingham Community Housing Association and the Management Committee are the Managing Agents. Our staff also support a Service User living in Herbert Buzzard Court under the 'Supported Living project'.

We are currently working with Nottinghamshire County Council to move our residents into a supported living home. The Home Manager has completed a successful tender enabling the project to be awarded a Care Support and Enablement(CSE) contract with the council to allow us to provide supported living services once the move takes effect.

There have been several changes to the day services staff team during the summer of 2023; the Day Services Manager stepped down to a role of Support Assistant, working 2 days per week. The project employed 2 new part time Support Assistants and a promotion was given to Merisa Chambers who had worked 17 years at the Projects residential home. She started work in the Day Services – taking on the position of Day Service Supervisor in August 2023. Further restructuring due to the project needing a senior person in an overarching position within the charity was actioned with Jan Lees taking on the role of Chief Operations Officer.
In June 2023 we had a member of staff retire after 21 years of service at our Residential home.

Fundraising plays a large part in the success of the project. During the last financial year, the project held several fundraising events which involved the Trustees, Staff and Service Users working together to help raise funds and promote the project within the local community. We held coffee mornings at our local community centre, had a stall at Pappfest; a fayre held in a neighbouring village and a stall at the Community Day on Hucknall marketplace. A garden party and open day was held at our day services last August and was supported by parents, carers, friends of Hope Lea, Rotary Club members and local councillors.

The Annual General Meeting was held on Monday 20th November 2023. Jemma Chambers was nominated as the new Chairperson of the project with Kevin Rostance nominated as Vice-Chair. Zoe MacGregor was the only newly elected Trustee at this year's AGM. A reorganisation of the Board members was implemented to improve its leadership structure at the project.

The Day Services had a new kitchen installed in December 2023 along with a new cooker and washing machine which had broken. The new modern kitchen has provided a much brighter workspace for the service users to enjoy cooking and baking activities.
Colourful chairs were purchased for the Day Services in January 2024 and hopefully the day rooms will be decorated in the near future. Covid 19 put a stop to many home improvement jobs taking place, so we are pleased that we are now able to get on with making these improvements to the Day Services.

Our Service Users have enjoyed another year of getting out and about in the local community – playing snooker, shopping trips, pub lunches, cinema visits, bowling trips, pantomime visit and attending many local coffee mornings. The whole of the project enjoyed a wonderful Christmas meal and entertainment at

the Royal British Legion which was paid for from the Social Fund; which is money fundraised or donated by the Community.

We are very grateful for all the donations we receive and would like to give thanks to Mrs Jackson, West Hucknall Baptist Church, Byron's Rest, Mark Laughton, Sarah's Creative Crafts, Cassidy's butchers, Mrs Millington, Mr & Mrs Vere, A Gregory, Ron Berridge & family, Branson's, Zoe Macgregor & family, Mr & Mrs Ingall, Byron Lodge, Mrs Whitelocks, Kim Challand, Nottingham Building Society and Cllr Wilmott. The project would like to thank Kier Construction for the new fencing and patio which they provided free of charge at our Day Services.

The Trustees would also like to thank the staff throughout the project who have worked tirelessly and professionally throughout the year.

Financial Report

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.

The Trustees aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment costs are also covered in the plan.

The unrestricted funds finance the day to day running of the project and the restricted funds are designated to specific use.

Funding for the new kitchen was taken from the designated funds set aside for major repairs and property maintenance.

We receive a small percentage increase in our funding each year from the local authority which helps towards the increases that have to be met in our budgets for the general running costs, the statutory increases to the national minimum wage (which this year saw a large increase of 9.7%) the increase in the

employer's pension contribution, and employers' national insurance contributions.

The funding received from Notts County Council enables the project to run successfully; however, it is the extra money we receive from grants, donations and fundraising that allows us to provide outings and activities subsidised or free of charge to our Service Users.

We have seen a significant rise in the fuel bills during this financial year.

There has been a shortfall in the Day Services and Residential budget for the 23/24 financial year caused by several vacancies we have for Service User placements, the sad loss of a resident resulting in a large decrease in funding, increased running costs and the staff wage rises.

Hucknall Hope Lea Project Ltd.

Residential Services Annual Report 2023/24

Home Manager Mrs. Helen Simpson

Residential Home. 11-13, Annesley Road, Hucknall, Nottingham, NG15 7AD.

Outreach Support. 20, Herbert Buzzard Court, Hankin Street, Hucknall, Nottingham. NH15 7SS

Annual Report.

The Residential and Outreach Support Services currently employ seven staff, comprising one Home Manager and six Support Workers.

Hope Lea continues to support the Residential Home at Annesley Road which now only has three Service Users since the sad passing of John on 29th September 2023, and the Outreach Support Project at Herbert Buzzard Court which now has one Tenant.

The Home Manager is qualified to A1 Assessor level and is also qualified to Registered Manager Standard and NVQ level 4 in Health and Social Care. Five staff are qualified to NVQ level 2 in Health and Social Care and all staff have the LDQ/Care Certificate for Learning Disability.

All mandatory training has been attended by all staff members. All training is funded by the Hope Lea Training Budget. Thirteen training DVD's are currently in use for all staff to complete the annual "in house" training.

All staff have regular Supervision and Annual Appraisals.

All Service Users remain fully involved in the decision making in the houses by way of House Meetings, Annual Quality Assurance Questionnaires and Monthly visitor meetings by the Management Committee.

All our Annual Reviews are all up to date and are Multi-Disciplinary and Person Centered.

All Service Users Annual Reviews have been completed for this year and dates booked for the following year to ensure continuity of care.

The Three-monthly Key Worker meetings are all up to date and recorded in the Care Plan Files.

All Service Users have attended all Primary Health Care appointments, and these are logged in the NHS Health Action Plan files as required by regulations.

Most Service Users attend the Day Centre two days per week and on their stay-at-home days we support them with their leisure activities such as Painting and Jigsaws, Games and Books and all types of Arts and Crafts, as well as going out into the community for drinks and to socialize. All Service Users do their personal jobs and laundry with staff support on the days they are not at Day Placement.

Holidays are booked for later in the year when they will be going to Skegness Savoy Hotel in September. The Tenant living at Herbert Buzzard will be joining the Residents on this annual holiday in September.

All Service Users have been on day trips with staff and enjoy going out with staff for coffee and meals to the local café or public house.

Both houses have current up to date Fire Risk Assessment. The Landlord for Annesley Road is Nottingham Community Housing Association; Herbert Buzzard Court is part of Housing and Care 21 group. Weekly Fire Alarm tests, Monthly Fire Drills and Quality Assurance checks are completed by Support Staff.

Our last inspection by CQC was on 5th April 2018 and we maintained our GOOD rating for all the sections they inspected, we are very pleased to keep our overall **GOOD** rating. CQC have now resumed the regulatory Inspections since suspending them in March 2020 and also continue to review using available evidence regarding Hope Lea.

ADC Food Standards Agency on 13/04/2023 received a 5-star rating

NCC Quality Monitoring Audit for 2023 all actions completed.

All Service Users remain happy in both the Residential Home and the Supported Living house.

Hucknall Hope Lea Project Ltd

Dav services Annual Report - I April 2023-31 March 2024

Day Service Supervisor – Merisa Chambers

Hucknall Hope Lea Project Day Services

150 Watnall Road

Hucknall

Notts

NG15 7NH

The Hucknall Hope Lea Project Day Services continues to be on the list of accredited Day Service providers with Nottinghamshire County Council and they conduct their own audit to ensure we are providing a good standard of service for the funding they provide. We have recently had to re tender and pleased to say that we were successful and will continue to be an accredited Day Service provider. We hold a 5-star rating with the food standards agency. Health and safety checks are 'on going' with regular fire drills, alarm tests and all monitoring and recordings of findings available for inspection within the Day Service Supervisors office.

The Day Services currently employs 6 staff — the Day Service Supervisor and 5 part time Support Workers. All staff complete mandatory training throughout the year and receive regular supervisions and an annual appraisal with the Day Service Supervisor. The performance of the Day Service Supervisor is monitored by the Chief Operations Officer. The staff team have weekly staff meetings to discuss any issues/concerns, to suggest and plan activities for the monthly timetable, to keep in touch and to assess the progress of the Service Users and the service we provide.

We currently have 18 Service Users attending the Day Services. We continue to try and attract new Service Users by promoting and advertising our Day Services.

Each Service User has individual support plans and risk assessments which are reviewed regularly and amended if/when necessary. A person- centred approach is in place with all the Service Users being involved in the compilation of their own personal plans with the support of the Day Services Supervisor. All Service Users have an annual review, take part in monthly house-meetings and are actively involved in the planning of the monthly timetable with their own personal interests, suggestions, ideas and choices being listened to and accommodated wherever possible so they are engaged in as many meaningful activities as possible.

We promote independence wherever possible as well as equipping the Service Users with life skills and opportunities to challenge themselves and a safe environment in which to tackle any difficult issues they may come across or require help and support with. Being acknowledged and feeling part of our local community is an important feature of Hope Lea. We try to get out into our local community as much as possible and get involved in community events, support others and feel valued and accepted.

HUCKNALL HOPE LEA PROJECT LTD

FINANCIAL RISK ANALYSIS STATEMENT

The Directors of the Hope Lea Project Ltd recognise that there are certain major risks to which the Charity could be exposed. Therefore, these risks have been identified, reviewed and systems have been established to help mitigate those risks.

The risks identified in the day-to-day activities of the Hope Lea Project Ltd have been assessed and the following procedures put into place.

Financial Risks

Any transactions by cheque must be signed by two authorised cheque signatories. No blank cheques to be signed at any time.

Our procedure for the application and recording of paying invoices online ensures financial security.

The Office Manager and Operations Officer have financial controls in place to identify and minimize financial risks in their day-to-day duties which involves checking and authorising various office procedures carried out by the other.

Income and expenditure figures produced by the Home Manager at the Residential Home are checked and monitored by the Office Manager monthly. All financial transactions carried out by the Day Service Supervisor are checked and recorded in the main office.

We aim to maintain good communication and bonds with local fundraisers, local authorities who provide our funding, our accountants and pensions advisor who can help with advice and guidance if required.

An adequate amount of funding is kept in reserve.

The Directors must receive regular financial statements and budget figures which are discussed and scrutinized at the Committee Meetings.

The Chairperson/Treasurer to oversee all the yearly budget transactions and check the salaries and online payment of salaries every month to report back to the Directors.

Adequate insurance cover is obtained.

All other risks that could affect the aims and objectives or the good name of the charity have been identified in the policies and guidelines of the Hope Lea Project Ltd. These include the policy on Charity Reserves.

Policy statement dated 13th March 2003 Passed by Committee 2nd April 2003
Reviewed 12th March 2007 J.S, 1.6.2010,19.5.14,1.6.16,1.7.19,6.7.21,
Reviewed and updated 17.4.23, 22.4.24

HUCKNALL HOPE LEA PROJECT LTD

POLICY ON CHARITY RESERVES

The Directors are held responsible for all finances connected with the project. Therefore it is their policy that there is a need for funding to be kept in reserve for the following reasons:-

In the event of the project closing due to:-

1. Lack of funding
2. Resignation of the Directors
3. Any other suitable reason

There would be a need for funding to clear any monies owing and to pay the appropriate staff salaries, any redundancy commitments along with 3 to 6 months running costs. The Directors have designated the appropriate amount of funding to cover any emergencies that may arise. Included in this are designated monies to cover the cost of securing a property should the funding be withdrawn that covers the rent of the Watnall Road property or if the residents needed to be rehoused in an emergency.

If at any time a more urgent need to use the reserves arises then the Directors will reconsider their decision.
This policy will be monitored regularly and reviewed annually by the Directors.

Policy adapted and passed by Committee 8th August 2007 J.S.
Updated 15.5.09
Updated 19.5.14
Updated 1.6.16
Updated 17.6.19
Updated 6.6.22
Updated 29.3.23
Reviewed 22.4.24

Equality, Diversity and Inclusion Policy

The Hucknall Hope Lea Project Ltd is committed to encouraging equality, diversity and inclusion, and eliminating unlawful discrimination.

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time and to ensure all Service Users are treated with respect and will not be subject to discriminatory practices, intimidation or harassment.

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits.
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents.
- selection for employment, promotion, training or other developmental opportunities

Our commitments

The Project commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.

2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and service users are recognised and valued.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their

employment, against fellow employees, service users and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, service users, visitors, and members of the public.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

8. Supporting our service users to access the community in which they live and to access services and activities of their choice providing help and guidance as required.

Our disciplinary and grievance procedures

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Policy dated 19.3.24 S. Saxton

Passed by Board of Trustees 19.3.24

The Trustees/ Directors follow the guidelines as directed by the Charity Commission and S.O.R.P.

The Trustees declare that they have approved the Trustees Report.

Signed on behalf of the charity's Trustees:

Signature .....

Full name DUANE UNDERWOOD .....

Position Treasurer .....

Date 15/7/24 .....

REGISTERED COMPANY NUMBER: 03321416 (England and Wales)
REGISTERED CHARITY NUMBER: 1069660

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

FOR

HUCKNALL HOPE LEA PROJECT LIMITED

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

HUCKNALL HOPE LEA PROJECT LIMITED

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for the year ended 31 March 2024

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HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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).

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2024

OBJECTIVES AND ACTIVITIES

Objectives and activities

The project provides Day Residential and Supported Living Services to Adults with Learning Disabilities and their Carers and has been established since 1984 allowing Service Users to have choice, opportunities, security and importantly personal progress and independence.

We have a fully qualified, dedicated and professional staff team throughout the project whose role it is to support the Service Users and Residents.

The objects of the charity are to improve the quality of life for people with learning disability living in or originating in Hucknall and provide a comprehensive local service for individuals and their parents or carers.

The charity's purpose as set out in the company's Memorandum of Association are to :-

- Provide services for the benefit of Adults with Learning Disabilities and their Carers; and
- Fulfil the aims and objectives of the charity by providing a secure locally based service i.e. - Day Services, Residential and Supported Living for adults with learning disabilities and to help each individual to be a valued person in their own right.

Our aims fully demonstrate the purpose the charity was set up to provide

Aims of the charity

I. To improve the quality of life for each service user.
II. To provide a secure base to allow people to develop their self-confidence.
III. To help each person to be valued and to make a positive contribution to the community.
IV. To provide sensitive, appropriate and professional support to encourage people to attain their own potential and goals in life.
V. To continue to provide the present standard of service to each service user.
VI. To give continuing support and advice to parents and carers.

The Aims and Objectives of the Residential home and the Supported Living home includes the following:

o To provide people living in the house with an environment, which they regard as their own home and in which they can feel safe and supported, to be accepted as themselves and be accepting of others.
o To support and encourage people living in the house to achieve their chosen potential in all aspects of their lives.
o To provide a secure base through warmth, understanding and support which will enable people to develop their personality and self-confidence.
o To promote independence through acquisition of skills by teaching experience.
o To provide opportunity for choice and decision-making, and the sense of responsibility for independent actions.
o To provide an environment in which acceptable and evaluated risk taking is part of everyday life.
o To develop positive working relationships based on respect, trust and empathy between staff and people living in the houses.
o To provide sensitive, appropriate professional support.
o To respect people's rights as individuals and the choice people have to exercise these rights.
o To enable people living in the house to be seen by others as a valued and positive contribution to the local and wider community.
o To establish and maintain positive working relationships with outside agencies and professional bodies and to use such resources as the need arises.
o To provide support for parents, siblings and carers and facilitate their involvement in the lives of people living in the house.

Residential Services
11/13 Annesley Road
Hucknall Nottingham
NG15 7AD
Tel: 0115 953 8385

Office and Day services
150 Watnall Road
Hucknall Nottingham
NG15 7NH
Tel: 0115 953 0825 (office)
Tel: 07563228376 (day services)
Email: office@hopelea.co.uk

Supported Living
20 Herbert Buzzard Court
Hankin Street
Hucknall Nottingham
NG15 7SS
Tel: 0115 953 8385

We are funded by Nottinghamshire County Council; Adult Social Care, Health And Public Protection, and Nottingham Community Housing Association for the Annesley Road property.

Ashfield District Council are the landlord of 150 Watnall Road.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

HUCKNALL HOPE LEA PROJECT LIMITED

REPORT OF THE TRUSTEES
for the year ended 31 March 2024

ACHIEVEMENT AND PERFORMANCE
Charitable activities

The Day Services and Head office are based at 150 Watnall road Hucknall; the house is leased to the Directors/ Trustees from Ashfield District Council. This is on a five-year lease which commenced on the 1st April 2020 - at a rent charge of £7,000 per annum. The charge of the rent will be covered by Ashfield District Council Grant Funding' for the full term of the five-year lease: which effectively means there is no charge for the rental of the property. The new lease document and grant funding agreement letter is filed at Head Office.

The Project is a Nottinghamshire County Council accredited service for both Residential and Day Services.

We have three residents living in our residential home at Annesley Road in Hucknall. Sadly, one of our residents passed away in September 2023, he will be sorely missed by everyone at Hope Lea. The residential property is owned by Nottingham Community Housing Association and the Management Committee are the Managing Agents. Our staff also support a Service User living in Herbert Buzzard Court under the 'Supported Living project'.

We are currently working with Nottinghamshire County Council to move our residents into a supported living home. The Home Manager has completed a successful tender enabling the project to be awarded a Care Support and Enablement(CSE) contract with the council to allow us to provide supported living services once the move takes effect.

There have been several changes to the day services staff team during the summer of 2023; the Day Services Manager stepped down to a role of Support Assistant, working 2 days per week. The project employed 2 new part time Support Assistants and a promotion was given to Merisa Chambers who had worked 17 years at the Projects residential home. She started work in the Day Services - taking on the position of Day Service Supervisor in August 2023. Further restructuring due to the project needing a senior person in an overarching position within the charity was actioned with Jan Lees taking on the role of Chief Operations Officer.
In June 2023 we had a member of staff retire after 21 years of service at our Residential home.
Fundraising plays a large part in the success of the project. During the last financial year, the project held several fundraising events which involved the Trustees, Staff and Service Users working together to help raise funds and promote the project within the local community. We held coffee mornings at our local community centre, had a stall at Pappfest; a fayre held in a neighbouring village and a stall at the Community Day on Hucknall marketplace. A garden party and open day was held at our day services last August and was supported by parents, carers, friends of Hope Lea, Rotary Club members and local councillors.

The Annual General Meeting was held on Monday 20th November 2023. Jemma Chambers was nominated as the new Chairperson of the project with Kevin Rostance nominated as Vice-Chair. Zoe MacGregor was the only newly elected Trustee at this year's AGM. A reorganisation of the Board members was implemented to improve its leadership structure at the project.

The Day Services had a new kitchen installed in December 2023 along with a new cooker and washing machine which had broken. The new modern kitchen has provided a much brighter workspace for the service users to enjoy cooking and baking activities.

Colourful chairs were purchased for the Day Services in January 2024 and hopefully the day rooms will be decorated in the near future. Covid 19 put a stop to many home improvement jobs taking place, so we are pleased that we are now able to get on with making these improvements to the Day Services.

Our Service Users have enjoyed another year of getting out and about in the local community - playing snooker, shopping trips, pub lunches, cinema visits, bowling trips, pantomime visit and attending many local coffee mornings. The whole of the project enjoyed a wonderful Christmas meal and entertainment at the Royal British Legion which was paid for from the Social Fund; which is money fundraised or donated by the Community.
We are very grateful for all the donations we receive and would like to give thanks to Mrs Jackson, West Hucknall Baptist Church, Byron's Rest, Mark Laughton, Sarah's Creative Crafts, Cassidy's butchers, Mrs Millington, Mr & Mrs Vere, A Gregory, Ron Berridge & family, Branson's, Zoe Macgregor & family, Mr & Mrs Ingall, Byron Lodge, Mrs Whitelocks, Kim Challand, Nottingham Building Society and Cllr Wilmott. The project would like to thank Kier Construction for the new fencing and patio which they provided free of charge at our Day Services.
The Trustees would also like to thank the staff throughout the project who have worked tirelessly and professionally throughout the year.

REPORT OF THE TRUSTEES
for the year ended 31 March 2024

FINANCIAL REVIEW
Financial position
Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.
Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.
All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.
The Trustees aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment costs are also covered in the plan.
The unrestricted funds finance the day to day running of the project and the restricted funds are designated to specific use.
Funding for the new kitchen was taken from the designated funds set aside for major repairs and property maintenance.
We receive a small percentage increase in our funding each year from the local authority which helps towards the increases that have to be met in our budgets for the general running costs, the statutory increases to the national minimum wage (which this year saw a large increase of 9.7%) the increase in the employer's pension contribution, and employers' national insurance contributions.

The funding received from Notts County Council enables the project to run successfully; however, it is the extra money we receive from grants, donations and fundraising that allows us to provide outings and activities subsidised or free of charge to our Service Users.
We have seen a significant rise in the fuel bills during this financial year.
There has been a shortfall in the Day Services and Residential budget for the 23/24 financial year caused by several vacancies we have for Service User placements, the sad loss of a resident resulting in a large decrease in funding, increased running costs and the staff wage rises.

Reserves policy
The Directors are held responsible for all finances connected with the project. Therefore it is their policy that there is a need for funding to be kept in reserve for the following reasons:-

In the event of the project closing due to:-
1. Lack of funding
2. Resignation of the Directors
3. Any other suitable reason

There would be a need for funding to clear any monies owing and to pay the appropriate staff salaries, any redundancy commitments along with 3 to 6 months running costs. The Directors have designated an appropriate amount of funding to cover any emergencies that may arise. Included in this are designated monies to cover the cost of securing a property should the funding be withdrawn that covers the rent for the Watnall Road property or if the residents needed to be rehoused in an emergency.

If at any time a more urgent need to use the reserves arises then the Directors will reconsider their decision. This policy will be monitored regularly and reviewed annually by the Directors.

At 31 March 2024 the charity had free reserves of £96,479 equivalent to approximately 4 months running costs.

In addition to free reserves there were designated reserves of £128,641 at the year end. Of these designated reserves £34,997 has been set aside for building and repair costs, this is also to cover potential dilapidation cost for when the current property lease expires in 2025. A further £70,000 is a designated contingency fund to. cover closure costs which would include redundancies and continuation of services until residents can be re-housed.

The balance of £23,674 relates to donations from the public set aside for outings and activities, gardening, workshop, purchases for the project that the main funding will not cove for service users and residents..

FUTURE PLANS
There is still ongoing talks around moving from Annesley Road once a suitable property is sourced, in the meantime the charity is unable to take on new residents here. The charity is actively looking for more day service services users and will continue to put on more fundraising events in order to increase the reach of Hucknall Hope Lea.

REPORT OF THE TRUSTEES
for the year ended 31 March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a company limited by guarantee. It was incorporated on 20 February 1997 and registered as a charity on 21 May 1998.

The company was established under a Memorandum of Association which established the objectives and powers of . the charitable company and is governed under its Articles of Association.

Organisational structure

The Chairperson is the Line Manager for the Home Manager, the Day Services Manager and the Office Managers. The Home Manager is the Line Manager for Residential and Supported Living Staff.
The Day Services Manager is the Line Manager for the Day Service staff.

The Management Trustees are all Directors and voluntary workers including the Chairperson.

Staff at Watnall Road

Jan Lees - Chief Operations Officer
Sharon Saxton - Office Manager
Marisa Chambers - Day Services Supervisor
Sheila Wildgoose - Day Services Assistant
Sandra Pietras - Day Services Support Assistant
Claire Norman - Day Services Support Assistant
Adele Naylor - Day Services Support Assistant
Lyndsey Spray - Day Services Support Assistant

Staff at Annesley Road and 20 Herbert Buzzard Court

Helen Simpson - Home Manager
Jayne Leivers - Support Worker
Marjorie Emson - Support Worker
Merisa Chambers - Support Worker
Daniel Knight - Support Worker
Sarah Wroblewski - Support Worker
Brian Simpson - Support Worker
Pittaya Marriott - Support Worker
Janet Willis - Support Worker
Mandy Fleetham - Support Worker

STRUCTURE, GOVERNANCE AND MANAGEMENT

Financial risk analysis statement

The Directors of the Hope Lea Project Ltd recognise that there are certain major risks to which the Charity could be exposed. Therefore these risks have been identified, reviewed and systems have been established to help mitigate those risks.

The risks identified in the day-to-day activities of the Hope Lea Project Ltd have been assessed and the following procedures put into place.

Financial risks

Any transactions by cheque must be signed by two authorised cheque signatories. No blank cheques to be signed at any time.

Our procedure for the application and recording of paying invoices online ensures financial security.

Income and expenditure figures produced by the Home Manager at the Residential home are checked and monitored by the Office Manager on a monthly basis. All financial transactions carried out by the Day Services Manager are checked and recorded in the main office.

We aim to maintain good communication and bonds with local fundraisers, local authorities who provide our funding, our accountants and pensions advisor who are able to help with advice and guidance if required.

An adequate amount of funding is kept in reserve.

The Directors must receive regular financial statements and budget figures which are discussed and scrutinised at the Committee Meetings.

The Chairperson to oversee all the yearly budget transactions and check the salaries and online payment of salaries to report back to the Directors.

Adequate insurance cover is obtained.

All other risks that could affect the aims and objectives or the good name of the charity have been identified in the policies and guidelines and the Staff Handbook of the Hope Lea Project Ltd. These include the policy on Charity Reserves.

REPORT OF THE TRUSTEES
for the year ended 31 March 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT
Equal opportunities policy

The Directors and Trustees of the Hope Lea Project Ltd are committed to being an Equal Opportunities Organisation.

The project is committed to promoting equal opportunities and to ensure that a review of its employment policies, procedures and practices is undertaken on a regular basis to ensure all Service Users, Staff and Visitors are treated fairly.

This policy is to ensure that no Service User, Staff or any Visitor receives less favourable treatment than another on the grounds of:

o Disability
o Cultural-Ethnic or National Origin
o Sex
o Sexual Orientation
o Age
o Religion and Belief
o Race
o Marital and civil partner status
o Gender reassignment
o Responsibility Of Dependents
o Pregnancy and Maternity

This applies to all Service Users and Staff employed by the project and it is our intention that no person is turned away on the grounds of any of the above. All people will be treated with respect and will not be subjected to discriminatory practices, intimidation or harassment either by other staff or service users. Each voice will be valued.

At present the Hope Lea Project Ltd is unable to provide wheelchair access to all of its buildings. There is a wheelchair access and a downstairs toilet to the building at the Day Services at Watnall Road and a stair lift to the bedrooms at Annesley Road.

We believe that all Service Users have the right to access services and activities of their choice and as such are supported in their choices.

No Service User will be denied access to the Community in which they live. Each person is supported where choice affects health and safety issues. These are worked through with the person concerned and all parties involved.
All staff employed by the project will be offered the appropriate training and promotion opportunities. Employees who believe that they have suffered from any form of discrimination or harassment will have their grievance dealt with promptly and confidentially.

The Hucknall Hope Lea Project Ltd adheres to:

o The Code Of Practice of the Race Relations Act 1976.
o The Disability Discrimination Act 2005
o The Human Rights Act 1998
o The Sex Discrimination Act 1975
o The Commission For Racial Equality Code of Practice
o The Care Act 2014 (Safeguarding Adults)
o The Mental Capacity Act 2005
o The Equality Act 2010
o The Data Protection Act 1998
o The Health and Safety at Work Act 1974
o The Protection from Harassment Act 1997
·o The Civil Partnership Act 2004

It is the policy of the Hope Lea Project Ltd that no relative of any person or participants involved with the project including Service Users will be allowed to take up paid employment with the charity.

REFERENCE AND ADMINISTRATIVE DETAILS
Registered Company number
03321416 (England and Wales)

REPORT OF THE TRUSTEES
for the year ended 31 March 2025

Registered Charity number
1069660

Registered office
150 Watnall Road
Hucknall
Nottngham
Nottinghamshire
NG15 7NH

Trustees
Mrs J Brinklow Retired
Ms K M Challand Chairperson
Ms J L Chambers Sales Director
Mr R Darrington
Mrs N Hatton
Mr K T Rostance Director, Security
Mrs J Simpson
Mr D Underwood Treasurer
Ms J Vere
Mrs Z A MacGregor

Independent Examiner
James Card FCCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Solicitors
Shelton & Co
388 Carlton Hill
Carlton
Nottingham
NG4 1JA

Bankers
Natwest Bank plc
134 Front Street
Arnold
Nottingham
NG5 7BF

Approved by order of the board of trustees on 9/10/24 and signed on its behalf by:

.....
Mr D Underwood - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUCKNALL HOPE LEA PROJECT LIMITED

Independent examiner's report to the trustees of Hucknall Hope Lea Project Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts 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 your charity's accounts as 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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, 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 accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

James Card FCCA
The Association of Chartered Certified Accountants

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date: 09/10/2024

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the year ended 31 March 2024

	Notes	Unrestricted fund £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		8,001	18,978	26,979	23,266
Charitable activities	2				
Spent on care services		270,990	-	270,990	270,686
Total		278,991	18,978	297,969	293,952
EXPENDITURE ON					
Charitable activities	3				
Spent on care services		301,624	15,396	317,020	274,941
Care services		-	-	-	80
Total		301,624	15,396	317,020	275,021
NET INCOME/(EXPENDITURE)		(22,633)	3,582	(19,051)	18,931
Transfers between funds	14	1,108	(1,108)	-	-
Net movement in funds		(21,525)	2,474	(19,051)	18,931
RECONCILIATION OF FUNDS					
Total funds brought forward		121,201	126,197	247,398	228,467
TOTAL FUNDS CARRIED FORWARD		99,676	128,671	228,347	247,398

CONTINUING OPERATIONS
All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

BALANCE SHEET
31 March 2024

	Notes	Unrestricted fund £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
FIXED ASSETS					
Tangible assets	10	3,197	-	3,197	2,594
CURRENT ASSETS					
Debtors	11	6,230	-	6,230	7,728
Cash at bank and in hand		92,571	128,671	221,242	240,582
		98,801	128,671	227,472	248,310
CREDITORS					
Amounts falling due within one year	12	(2,322)	-	(2,322)	(3,506)
NET CURRENT ASSETS		96,479	128,671	225,150	244,804
TOTAL ASSETS LESS CURRENT LIABILITIES		99,676	128,671	228,347	247,398
NET ASSETS		99,676	128,671	228,347	247,398
FUNDS	14				
Unrestricted funds				99,676	121,201
Restricted funds				128,671	126,197
TOTAL FUNDS				228,347	247,398

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

continued...

BALANCE SHEET - continued
31 March 2024

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 9/10/24 and were signed on its behalf by:

.....
Mr K T Rostance - Trustee

.....
Mr D Underwood - Trustee

The notes form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

CASH FLOW STATEMENT
for the year ended 31 March 2024

	Notes	31.3.24 £	31.3.23 £
Cash flows from operating activities			
Cash generated from operations	1	(17,566)	17,661
Net cash (used in)/provided by operating activities		(17,566)	17,661
Cash flows from investing activities			
Purchase of tangible fixed assets		(1,774)	-
Net cash (used in)/provided by investing activities		(1,774)	-
Change in cash and cash equivalents in the reporting period		(19,340)	17,661
Cash and cash equivalents at the beginning of the reporting period		240,582	222,921
Cash and cash equivalents at the end of the reporting period		221,242	240,582

The notes form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE CASH FLOW STATEMENT
for the year ended 31 March 2024

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.24	31.3.23
	£	£
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	**(19,051)**	18,931
Adjustments for:		
Depreciation charges	**1,171**	830
Decrease/(increase) in debtors	**1,498**	(939)
Decrease in creditors	**(1,184)**	(1,161)
Net cash (used in)/provided by operations	**(17,566)**	17,661

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.23	Cash flow	At 31.3.24
	£	£	£
Net cash			
Cash at bank and in hand	**240,582**	**(19,340)**	**221,242**
	240,582	**(19,340)**	**221,242**
Total	**240,582**	**(19,340)**	**221,242**

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income
Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

The charity has not received any material donated goods for its own use. Small items are not recognised in the Statement of Financial Activities.

The monetary value of volunteer services are not recognised in the Statement of Financial Activities.

Income from government grants and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure
Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs involved in undertaking each activity.

Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on the basis consistent with use of the resources.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on cost
Plant and machinery	- 20% on cost
Fixtures and fittings	- 20% on cost

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

continued...

1. ACCOUNTING POLICIES - continued

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.24 £	31.3.23 £
Services provided under contract	Spent on care services	**270,990**	270,686

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 4) £	Support costs (see note 5) £	Totals £
Spent on care services	**314,758**	**2,262**	**317,020**

4. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.24 £	31.3.23 £
Staff costs	**220,974**	200,777
Hire of plant and machinery	**2,312**	2,041
Rates and water	**8,842**	8,653
Insurance	**3,083**	2,595
Light and heat	**19,748**	10,512
Telephone	**1,790**	1,473
Postage and stationery	**2,849**	1,782
Sundries	**708**	1,088
Management fees	**16,614**	17,707
Housekeeping and cleaning	**11,765**	11,243
Repairs and renewals	**11,331**	4,920
Registration, materials and training	**4,304**	2,250
Professional fees	**614**	378
Travel	**778**	536
Charitable expenditure	**7,859**	6,086
Trustees' expenses	**16**	122
Depreciation	**1,171**	830
	314,758	272,993

continued...

5. SUPPORT COSTS

	Governance costs
	£
Spent on care services	2,262

Included within accountancy is the independent examiner's remuneration totalling £2,262 (2023: £2,028).

Support costs, included in the above, are as follows:

	31.3.24 Spent on care services	31.3.23 Total activities
	£	£
Accountancy fees	2,262	2,028

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.24	31.3.23
	£	£
Depreciation - owned assets	1,171	830
Hire of plant and machinery	2,312	2,041

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

Trustees expense reimbursed were in respect of travel costs and telephone costs and these were reimbursed to four trustees.

8. EMPLOYMENT COSTS

The average monthly number of employees during the year was as follows:

	31.3.24	31.3.23
Charitable activities	14	14

No employees received emoluments in excess of £60,000.

	2024	2023
	£	£
Wages and salaries	208,112	190,652
Social security costs	7,575	5,179
Pension costs	5,287	4,946
	220,974	200,777

The remuneration of key management personnel amounted to £48,219 (2023: £47,469)

continued...

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	12,707	10,559	23,266
Charitable activities			
Spent on care services	270,686	-	270,686
Total	283,393	10,559	293,952
EXPENDITURE ON			
Charitable activities			
Spent on care services	268,935	6,006	274,941
Care services	-	80	80
Total	268,935	6,086	275,021
NET INCOME	14,458	4,473	18,931
Transfers between funds	(83)	83	
Net movement in funds	14,375	4,556	18,931
RECONCILIATION OF FUNDS			
Total funds brought forward	106,826	121,641	228,467
TOTAL FUNDS CARRIED FORWARD	121,201	126,197	247,398

10. TANGIBLE FIXED ASSETS

	Improvements to property £	Plant and machinery £	Fixtures and fittings £	Totals £
COST				
At 1 April 2023	**24,271**	**10,150**	**16,679**	**51,100**
Additions	**-**	**666**	**1,108**	**1,774**
At 31 March 2024	**24,271**	**10,816**	**17,787**	**52,874**
DEPRECIATION				
At 1 April 2023	**24,270**	**9,253**	**14,983**	**48,506**
Charge for year	**-**	**389**	**782**	**1,171**
At 31 March 2024	**24,270**	**9,642**	**15,765**	**49,677**
NET BOOK VALUE				
At 31 March 2024	**1**	**1,174**	**2,022**	**3,197**
At 31 March 2023	1	897	1,696	2,594

continued...

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Other debtors	5,807	7,515
Prepayments and accrued income	423	213
	6,230	7,728

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Accrued expenses	2,322	3,506

13. LEASING AGREEMENTS

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

	31.3.24	31.3.23
	£	£
Within one year	9,336	9,312
Between one and five years	-	9,336
	9,336	18,648

During 2020, the charity entered into a 5 year lease on a property. The rent was set at £7,000 per annum and is covered by an annual grant from the landlord, Ashfield District Council.

14. MOVEMENT IN FUNDS

	At 1.4.23	Net movement in funds	Transfers between funds	At 31.3.24
	£	£	£	£
Unrestricted funds				
General fund	121,201	(22,633)	1,108	99,676
Restricted funds				
Social fund	8,440	(177)	-	8,263
Watnall Road fund	10,561	(3,418)	-	7,143
Workshop fund	830	-	-	830
Repair fund	28,767	7,338	(1,108)	34,997
Contingency fund	70,000	-	-	70,000
Garden fund	7,599	(161)	-	7,438
	126,197	3,582	(1,108)	128,671
TOTAL FUNDS	247,398	(19,051)	-	228,347

continued...

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	**278,991**	**(301,624)**	**(22,633)**
Restricted funds			
Social fund	**1,391**	**(1,568)**	**(177)**
Watnall Road fund	**2,176**	**(5,594)**	**(3,418)**
Repair fund	**14,875**	**(7,537)**	**7,338**
Garden fund	**536**	**(697)**	**(161)**
	18,978	**(15,396)**	**3,582**
TOTAL FUNDS	**297,969**	**(317,020)**	**(19,051)**

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	106,826	14,458	(83)	121,201
Restricted funds				
Social fund	6,661	1,685	94	8,440
Watnall Road fund	8,810	1,760	(9)	10,561
Workshop fund	830	-	-	830
Repair fund	28,767	-	-	28,767
Contingency fund	70,000	-	-	70,000
Garden fund	6,573	1,028	(2)	7,599
	121,641	4,473	83	126,197
TOTAL FUNDS	228,467	18,931	-	247,398

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	283,393	(268,935)	14,458
Restricted funds			
Social fund	2,644	(959)	1,685
Watnall Road fund	4,560	(2,800)	1,760
Garden fund	3,355	(2,327)	1,028
	10,559	(6,086)	4,473
TOTAL FUNDS	293,952	(275,021)	18,931

continued...

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	106,826	(8,175)	1,025	99,676
Restricted funds				
Social fund	6,661	1,508	94	8,263
Watnall Road fund	8,810	(1,658)	(9)	7,143
Workshop fund	830	-	-	830
Repair fund	28,767	7,338	(1,108)	34,997
Contingency fund	70,000	-	-	70,000
Garden fund	6,573	867	(2)	7,438
	121,641	8,055	(1,025)	128,671
TOTAL FUNDS	228,467	(120)	-	228,347

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	562,384	(570,559)	(8,175)
Restricted funds			
Social fund	4,035	(2,527)	1,508
Watnall Road fund	6,736	(8,394)	(1,658)
Repair fund	14,875	(7,537)	7,338
Garden fund	3,891	(3,024)	867
	29,537	(21,482)	8,055
TOTAL FUNDS	591,921	(592,041)	(120)

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

16. FUNDS

Social fund
To pay for social outings and parties for the Service Users, carers, and everyone.

Watnall Road fund
For the Service Users and staff to pay for outings, meals out, special birthdays (parties) and many other activities tat provide a better quality of service.

Workshop fund
To provide activities in the workshop, such as making bird houses and other craft items.

Repair fund
For any major repairs that occur on the property at 150 Watnall Road.

continued...

16. FUNDS - continued

Contingency fund
Set aside in event of organisation closure, to pay for redundancy and any outstanding debts.

Garden fund
To purchase plants, seeds, compost, hanging baskets and tools required to keep our garden looking good which the Service Users take pride in.

17. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

HUCKNALL HOPE LEA PROJECT LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2024

	31.3.24 £	31.3.23 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	19,979	16,266
Grants	7,000	7,000
	26,979	23,266
Charitable activities		
Services provided under contract	270,990	270,686
Total incoming resources	297,969	293,952
EXPENDITURE		
Charitable activities		
Wages	208,112	190,652
Social security	7,575	5,179
Pensions	5,287	4,946
Hire of plant and machinery	2,312	2,041
Rates and water	8,842	8,653
Insurance	3,083	2,595
Light and heat	19,748	10,512
Telephone	1,790	1,473
Postage and stationery	2,849	1,782
Sundries	708	1,088
Management fees	16,614	17,707
Housekeeping and cleaning	11,765	11,243
Repairs and renewals	11,331	4,920
Registration, materials and training	4,304	2,250
Professional fees	614	378
Travel	778	536
Charitable expenditure	7,859	6,086
Trustees' expenses	16	122
Plant and machinery	388	424
Fixtures and fittings	783	406
	314,758	272,993
Support costs		
Governance costs		
Accountancy fees	2,262	2,028
Total resources expended	317,020	275,021
Net (expenditure)/income	(19,051)	18,931

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUCKNALL HOPE LEA PROJECT LIMITED

Independent examiner's report to the trustees of Hucknall Hope Lea Project Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts 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 your charity's accounts as 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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, 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 accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

James Card FCCA
The Association of Chartered Certified Accountants

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date: 09/10/2024

HUCKNALL HOPE LEA PROJECT LTD

England & Wales - Charity number 1069660

Accounts

REGISTERED COMPANY NUMBER: 03321416 (England and Wales)
REGISTERED CHARITY NUMBER: 1069660

REPORT OF THE TRUSTEES AND

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

FOR

HUCKNALL HOPE LEA PROJECT LIMITED

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

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for the year ended 31 March 2023

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REPORT OF THE TRUSTEES
for the year ended 31 March 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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).

REPORT OF THE TRUSTEES
for the year ended 31 March 2023

OBJECTIVES AND ACTIVITIES
Objectives and activities

The project provides Day Residential and Supported Living Services to Adults with Learning Disabilities and their Carers and has been established since 1984 allowing Service Users to have choice, opportunities, security and importantly personal progress and independence.

We have a fully qualified, dedicated and professional staff team throughout the project whose role it is to support the Service Users and Residents.

The objects of the charity are to improve the quality of life for people with learning disability living in or originating in Hucknall and provide a comprehensive local service for individuals and their parents or carers.

The charity's purpose as set out in the company's Memorandum of Association are to :-

- Provide services for the benefit of Adults with Learning Disabilities and their Carers; and
- Fulfil the aims and objectives of the charity by providing a secure locally based service i.e. - Day Services, Residential and Supported Living for adults with learning disabilities and to help each individual to be a valued person in their own right.

Our aims fully demonstrate the purpose the charity was set up to provide

Aims of the charity

I. To improve the quality of life for each service user.
II. To provide a secure base to allow people to develop their self-confidence.
III. To help each person to be valued and to make a positive contribution to the community.
IV. To provide sensitive, appropriate and professional support to encourage people to attain their own potential and goals in life.
V. To continue to provide the present standard of service to each service user.
VI. To give continuing support and advice to parents and carers.

The Aims and Objectives of the Residential home and the Supported Living home includes the following:

o To provide people living in the house with an environment, which they regard as their own home and in which they can feel safe and supported, to be accepted as themselves and be accepting of others.
o To support and encourage people living in the house to achieve their chosen potential in all aspects of their lives.
o To provide a secure base through warmth, understanding and support which will enable people to develop their personality and self-confidence.
o To promote independence through acquisition of skills by teaching experience.
o To provide opportunity for choice and decision-making, and the sense of responsibility for independent actions.
o To provide an environment in which acceptable and evaluated risk taking is part of everyday life.
o To develop positive working relationships based on respect, trust and empathy between staff and people living in the houses.
o To provide sensitive, appropriate professional support.
o To respect people's rights as individuals and the choice people have to exercise these rights.
o To enable people living in the house to be seen by others as a valued and positive contribution to the local and wider community.
o To establish and maintain positive working relationships with outside agencies and professional bodies and to use such resources as the need arises.
o To provide support for parents, siblings and carers and facilitate their involvement in the lives of people living in the house.

Residential Services
11/13 Annesley Road
Hucknall Nottingham
NG15 7AD
Tel: 0115 953 8385

Office and Day services
150 Watnall Road
Hucknall Nottingham
NG15 7NH
Tel: 0115 953 0825 (office)
Tel: 07563228376 (day services)
Email: office@hopelea.co.uk

REPORT OF THE TRUSTEES
for the year ended 31 March 2023

Supported Living
20 Herbert Buzzard Court
Hankin Street
Hucknall Nottingham
NG15 7SS
Tel: 0115 953 8385

We are funded by Nottinghamshire County Council; Adult Social Care, Health And Public Protection, and Nottingham Community Housing Association for the Annesley Road property.

Ashfield District Council are the landlord of 150 Watnall Road.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Charitable activities
The Day Services and Head Office are based at 150 Watnall Road, Hucknall; the house is leased to the Trustees from Ashfield District Council. This is on a five-year lease which commenced on the 1st April 2020 at a rent charge of £7,000 per annum. The charge of the rent will be covered by Ashfield District Council Grant Funding for the full term of the five-year lease, which effectively means there is no charge for the rental of the property. The lease document and grant funding agreement letter is filed at Head Office.

The Project is a Nottinghamshire County Council accredited service for both Residential and Day Services.

We have four residents living in our residential home at Annesley Road in Hucknall. The property is owned by Nottingham Community Housing Association and the Management Committee are the Managing Agents. Our staff also support two Service Users at 20 Herbert Buzzard Court under the 'Supported Living Project'. It is with great sadness that we have to report the death of one of our service users; who had lived with us many years and also attended the Hope Lea Day Services. He passed away on the 8th of March 2023 and will be sorely missed by everyone at the project.

A member of the day services staff team left in March 2023 and the recruitment of a new staff member was actinoid in the following financial year. Two part time Support Workers joined the staff team at Annesley Road after two staff members left during the 22/23 year.

Covid infections have effected both the attendance of Service Users and Staff throughout the project have enabled the services to remain open with little disruption to both the Day Services and Residential home.

Fundraising plays a large part in the success of the project; we acknowledged Disability Awareness Week in June 2022 with a quiz night, coffee mornings and a stall at the local parks Centenary event. These events raised a total of £586.71 for the projects funds. Our Chairperson held an "Open House" in the garden of her home on a sunny August afternoon - special thanks to Kim for hosting this as Kim went on to present£1,000 to the project from the proceeds. Hope Lea have held a number of coffee mornings and fundraisers throughout the year; many of these have been at the Bryon's Rest micro pub. Many thanks to Richard Darrington for making the place available to us free of charge to host these events as well as allowing us the use of the venue for meetings and having somewhere for us all to get together with our friends.

The Annual General Meeting was held on Monday 21 November 2022. Kim Challand was re-elected in the role of Chairperson and Duane Underwood was re-elected in the role of Treasurer for the project. Newly elected Trustees are John Brinklow, Kevin Rostance, Jemma Chambers and Kelly Goulding. Christine Eagle and Mark Gallager resigned from their roles on the board of Trustees.

The summer of 2022 saw many improvements take place in the day centre garden with the purchase of a new greenhouse and the construction of "Service User friendly raised beds" which have made it possible for the less able Service Users to attend to the plants and flowers growing in the raised bed areas. We had a lot of home grown produce which the Services Users took great pride in growing them along with the help of the Day Service staff team soups and stews were cooked to provide lunches whilst at the centre or some of the home grown produce was taken home for the parents and carers to enjoy too.

Our Services Users have enjoyed being able to get out and about again as the pandemic put massive restrictions on what activities we have been able to provide over the last couple of years. They are now enjoying trips out to the theatre, cinema, bowling, attending coffee mornings and other community events. The whole of the project enjoyed a wonderful Christmas meal and entertainment at the Royal British Legion which was paid for from the Social Fund; which is money fundraised or donated by the community.

We are gratefull for all the donations we receive and would like to give thanks to Mr and Mrs Ingall, Cllr Wilmott, Rolls Royce, Cassidy's Butchers, Bransons, Co-op, Mrs Millington, Bryon's Rest, inner Wheel, Innit Incorporated, Kim Challand, Pappfest, Ken Vere, Sarah's Creative Crafts, Bryon Lodge and St John's Day Centre. Thank you to West Hucknall Baptist Church for providing our staff and service users with lovely lunches and making everyone feel very welcome when they come up for a visit.

The trustees would also like to thank the staff throughout the project who have worked tirelessly and professionally throughout the year.

Hucknall Hope Lea Project Limited

Residential Services Annual Report 2022/23

Home Manager: Mrs Helen Simpson

Residential Home: 11-13 Annesley Road Hucknall Nottingham NG15 7AD

Supported Living: 20 Herbert Buzzard Court Hankin Street Hucknall Nottingham NH15 7SS

The Residential and Supported Living Services currently employ seven staff, comprising one Home Manager and six Support Workers.

Hope Lea continues to support the Residential Home at Annesley Road which has four Service Users and the Supported Living Project at Herbert Buzzard Court which now only has one Service User, sadly one of the Tenants at Herbert Buzzard passed away in March this 2023. The other tenant wishes to remain at Herbert Buzzard and has taken over full Tenancy of the Flat.

The Home Manager is qualified to A1 Assessor level and is also qualified to Registered Manager Standard and NVQ level 4 in Health and Social Care. Five staff are qualified to NVQ level 2 in Health and Social Care and all staff have the LDQ for Learning Disability. One staff member recently completed the Care Certificate. All mandatory training has been attended by all staff members. All training is funded by the Hope Lea Training Budget. Thirteen training DVD's are currently in use for all staff to complete the annual "in house" training.

All staff have regular Supervision and Annual Appraisals.
All Service Users remain fully involved in the decision making in the houses by way of House Meetings, Annual Quality Assurance Questionnaires and Monthly visitor meetings by the Management Committee.
All our Annual Reviews are all up to date and are Multi-Disciplinary and Person Centered.
All Service Users Annual Reviews have been completed for this year and dates booked for the following year to ensure continuity of care.

The Three-monthly Key Worker meetings are all up to date and recorded in the Care Plan Files.
All Service Users have attended all Primary Health Care appointments, and these are logged in the NHS.
Health Acton Plan files as required by regulations.

Most Service Users attend the Day Centre two days per week and on their stay-at-home days we support them with their leisure activities such as Painting and Jigsaws, Games and Books and all types of Arts and Crafts, as well as going out into the community for drinks and to socialise. All Service Users do their personal jobs and laundry with staff support on the days they are not at Day Placement.
Holidays are booked for later in the year for both Annesley Road and Herbert Buzzard.

All Service Users have been on day trips with staff and enjoy going out with staff for coffee and meals to the local café or public house.

Both houses have current up to date Fire Risk Assessment. The Landlord for Annesley Road is Nottingham Community Housing Association; Herbert Buzzard Court is part of Housing and Care 21 group. Weekly Fire Alarm tests, Monthly Fire Drills and Quality Assurance checks are completed by Support Staff.

Our last inspection by CQC was on 5th April 2018 and we maintained our GOOD rating for all the sections they inspected, we are very pleased to keep our overall GOOD rating. CQC have not resumed the regulatory Inspections since suspending them in March 2020 but continue to review using available evidence regarding Hope Lea and have not found any evidence that they need to carry out an inspection or reassess their Good rating of the project.

ADC Food Standards Agency on 13/04/2023 received a S-star rating.

All Service Users remain happy in both the Residential Home and the Supported Living house.

The Hucknall Hope Lea Project Day Services continues to be on the list of accredited Day Service providers with Nottinghamshire County Council and they conduct their own audit to ensure we are providing a good standard of service for the funding they provide. We have recently had to re tender and pleased to say that we were successful and will continue to be an accredited Day Service provider. We hold a 5-star rating with the food standards agency. Health and safety checks are 'on going' with regular fire drills, alarm tests and all monitoring and recordings of findings available for inspection within the Day Service Managers office.

Day Services Annual Report 2022/23

Day Services Manager Shelia Wildgoose.

The Day Services currently employs 3 staff - the Day Services Manager and 2 Support Workers. We have just had a Support Worker leave the team and will be recruiting a new employee shortly. All staff complete mandatory training throughout the year and receive regular supervisions and an annual appraisal with the Day Services Manager. The performance of the Day Services Manager is monitored by the Management Committee. The staff team have weekly staff meetings to discuss any issues/concerns, to suggest and plan activities for the monthly timetable, to keep in touch and to assess the progress of the Service Users and the service we provide.

We currently have 19 Service Users attending the Day Services. We continue to try and attract new Service Users by promoting and advertising our Day Services.

Each Service User has individual support plans and risk assessments which are reviewed regularly and amended if/when necessary. A person-centered approach is in place with all the Service Users being involved in the compilation of their own personal plans with the support of the Day Services Manager. All Service Users have an annual review, take part in monthly house-meetings, and are actively involved in the planning of the monthly timetable with their own personal interests, suggestions, ideas and choices being listened to and accommodated wherever possible so they are engaged in as many meaningful activities as possible.

We promote independence wherever possible as well as equipping the Service Users with life skills and opportunities to challenge themselves and a safe environment in which to tackle any difficult issues they may come across or require help and support with. Being acknowledged and feeling part of our local community is an important feature of Hope Lea. We try to get out into our local community as much as possible and get involved in community events, support others and feel valued and accepted.

REPORT OF THE TRUSTEES
for the year ended 31 March 2023

FINANCIAL REVIEW
Financial position
Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.

The Trustees/directors aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment costs are also covered in the plan.

The unrestricted funds finance the day to day running of the project and the restricted funds are designated to specific use.

We receive a small percentage increase in our funding each year from the local authority which helps towards the increases that have to be met in our budgets for the general running costs, the statutory increases to the national living wage, the increase in the employers pension contribution, and employers national insurance contributions.

The funding received from Notts County Council enables the project to run successfully; however it is the extra money we receive from grants, donations and fundraising that allows us to provide outings and activities subsidised or free of charge to our Service Users. It also means we are able to purchase new items like the new greenhouse or IT equipment when needed. An amount of £2,625 from groundwork UK has been received this financial year.

We have seen a significant rise in the fuel bills during this financial year. We have budgeted accordingly to cover these increases so as not to impact on any of the other services we provide in maintaining our aims and objectives in improving the quality of life for our Service Users.

Our budgets for The Watnall Road day service, Annesley Road residential home and supported living at Herbert Buzzard Court all had a small surplus at the end of the financial year.

Reserves policy
The Directors are held responsible for all finances connected with the project. Therefore it is their policy that there is a need for funding to be kept in reserve for the following reasons:-

In the event of the project closing due to:-
1. Lack of funding
2. Resignation of the Directors
3. Any other suitable reason

There would be a need for funding to clear any monies owing and to pay the appropriate staff salaries, any redundancy commitments along with 3 to 6 months running costs. The Directors have designated an appropriate amount of funding to cover any emergencies that may arise. Included in this are designated monies to cover the cost of securing a property should the funding be withdrawn that covers the rent for the Watnall Road property or if the residents needed to be rehoused in an emergency.

If at any time a more urgent need to use the reserves arises then the Directors will reconsider their decision. This policy will be monitored regularly and reviewed annually by the Directors.

At 31 March 2023 the charity had free reserves of £118,608 equivalent to approximately 5 months running costs.

In addition to free reserves there were designated reserves of £126,197 at the year end. Of these designated reserves £28,767 has been set aside for building and repair costs, this is also to cover potential dilapidation cost for when the current property lease expires in 2025. A further £70,000 is a designated contingency fund to. cover closure costs which would include redundancies and continuation of services until residents can be re-housed.

The balance of £27,430 relates to donations from the public set aside for outings and activities, gardening, workshop, purchases for the project that the main funding will not cove for service users and residents..

REPORT OF THE TRUSTEES
for the year ended 31 March 2023

FUTURE PLANS
There is still ongoing talks around moving from Annesley Road once a suitable property is sourced, in the meantime the charity is unable to take on new residents here. The charity is actively looking for more day service services users and will continue to put on more fundraising events in order to increase the reach of Hucknall Hope Lea.

STRUCTURE, GOVERNANCE AND MANAGEMENT
Governing document
The charity is a company limited by guarantee. It was incorporated on 20 February 1997 and registered as a charity on 21 May 1998.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association.

Organisational structure
The Chairperson is the Line Manager for the Home Manager, the Day Services Manager and the Office Managers. The Home Manager is the Line Manager for Residential and Supported Living Staff.
The Day Services Manager is the Line Manager for the Day Service staff.

The Management Trustees are all Directors and voluntary workers including the Chairperson.

Staff at Watnall Road

Sharon Saxton - Office Manager
Jan Lees - Office Manager
Sheila Wildgoose - Day Services Manager
Claire Norman - Support Assistant
Sandra Pietras - Support Assistant
Kate Elliott - Support Assistant

Staff at Annesley Road and 20 Herbert Buzzard Court

Helen Simpson - Home Manager
Jayne Leivers - Support Worker
Marjorie Emson - Support Worker
Merisa Chambers - Support Worker
Daniel Knight - Support Worker
Sarah Wroblewski - Support Worker
Brian Simpson - Support Worker
Pittaya Marriott - Support Worker

Financial risk analysis statement
The Directors of the Hope Lea Project Ltd recognise that there are certain major risks to which the Charity could be exposed. Therefore these risks have been identified, reviewed and systems have been established to help mitigate those risks.

The risks identified in the day-to-day activities of the Hope Lea Project Ltd have been assessed and the following procedures put into place.

Financial risks

Any transactions by cheque must be signed by two authorised cheque signatories. No blank cheques to be signed at any time.

Our procedure for the application and recording of paying invoices online ensures financial security.

Income and expenditure figures produced by the Home Manager at the Residential home are checked and monitored by the Office Manager on a monthly basis. All financial transactions carried out by the Day Services Manager are checked and recorded in the main office.

We aim to maintain good communication and bonds with local fundraisers, local authorities who provide our funding, our accountants and pensions advisor who are able to help with advice and guidance if required.

An adequate amount of funding is kept in reserve.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Directors must receive regular financial statements and budget figures which are discussed and scrutinised at the Committee Meetings.

The Chairperson to oversee all the yearly budget transactions and check the salaries and online payment of salaries to report back to the Directors.

Adequate insurance cover is obtained.

All other risks that could affect the aims and objectives or the good name of the charity have been identified in the policies and guidelines and the Staff Handbook of the Hope Lea Project Ltd. These include the policy on Charity Reserves.

Equal opportunities policy

The Directors and Trustees of the Hope Lea Project Ltd are committed to being an Equal Opportunities Organisation.

The project is committed to promoting equal opportunities and to ensure that a review of its employment policies, procedures and practices is undertaken on a regular basis to ensure all Service Users, Staff and Visitors are treated fairly.

This policy is to ensure that no Service User, Staff or any Visitor receives less favourable treatment than another on the grounds of:

o Disability
o Cultural-Ethnic or National Origin
o Sex
o Sexual Orientation
o Age
o Religion and Belief
o Race
o Marital and civil partner status
o Gender reassignment
o Responsibility Of Dependents
o Pregnancy and Maternity

This applies to all Service Users and Staff employed by the project and it is our intention that no person is turned away on the grounds of any of the above. All people will be treated with respect and will not be subjected to discriminatory practices, intimidation or harassment either by other staff or service users. Each voice will be valued.

At present the Hope Lea Project Ltd is unable to provide wheelchair access to all of its buildings. There is a wheelchair access and a downstairs toilet to the building at the Day Services at Watnall Road and a stair lift to the bedrooms at Annesley Road.

We believe that all Service Users have the right to access services and activities of their choice and as such are supported in their choices.

No Service User will be denied access to the Community in which they live. Each person is supported where choice affects health and safety issues. These are worked through with the person concerned and all parties involved.
All staff employed by the project will be offered the appropriate training and promotion opportunities. Employees who believe that they have suffered from any form of discrimination or harassment will have their grievance dealt with promptly and confidentially.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Hucknall Hope Lea Project Ltd adheres to:

o The Code Of Practice of the Race Relations Act 1976.
o The Disability Discrimination Act 2005
o The Human Rights Act 1998
o The Sex Discrimination Act 1975
o The Commission For Racial Equality Code of Practice
o The Care Act 2014 (Safeguarding Adults)
o The Mental Capacity Act 2005
o The Equality Act 2010
o The Data Protection Act 1998
o The Health and Safety at Work Act 1974
o The Protection from Harassment Act 1997
·o The Civil Partnership Act 2004

It is the policy of the Hope Lea Project Ltd that no relative of any person or participants involved with the project including Service Users will be allowed to take up paid employment with the charity.

REPORT OF THE TRUSTEES
for the year ended 31 March 2023

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03321416 (England and Wales)

Registered Charity number
1069660

Registered office
150 Watnall Road
Hucknall
Nottngham
Nottinghamshire
NG15 7NH

Trustees
Mrs J Brinklow Retired (appointed 21.11.22)
Ms K M Challand Chairperson
Ms J L Chambers Sales Director (appointed 21.11.22)
Mr R Darrington
Ms K M L F Golding Manager Arc Cinema (appointed 21.11.22)
Mrs N Hatton
Ms P Mhako Muchemwa
Mr K T Rostance Director, Security (appointed 21.11.22)
Mrs J Simpson
Mr D Underwood Treasurer
Ms J Vere
C Eagle (resigned 21.11.22)
M Gallagher (resigned 21.11.22)
S Simons (resigned 26.5.22)

Independent Examiner
James Card FCCA
Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Solicitors
Shelton & Co
388 Carlton Hill
Carlton
Nottingham
NG4 1JA

Bankers
Natwest Bank plc
134 Front Street
Arnold
Nottingham
NG5 7BF

Approved by order of the board of trustees on ..... 23/10/23 ..... and signed on its behalf by:

K.M. Challand
.....
Ms K M Challand - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUCKNALL HOPE LEA PROJECT LIMITED

Independent examiner's report to the trustees of Hucknall Hope Lea Project Limited ('the Company')
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report
As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts 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 your charity's accounts as 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 your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, 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 accounts do not accord with those records; or
3. the accounts 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 accounts 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 accounts to be reached.

James Card FCCA
The Association of Chartered Certified Accountants

Hewitt Card Limited
Chartered Certified Accountants
70-72 Nottingham Road
Mansfield
Nottinghamshire
NG18 1BN

Date: 30/10/23

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the year ended 31 March 2023

	Notes	Unrestricted fund £	Designated funds £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		**12,707**	**10,559**	**23,266**	17,442
Charitable activities	2				
Spent on care services		270,686	-	270,686	267,662
Total		283,393	10,559	293,952	285,104
EXPENDITURE ON					
Charitable activities	3				
Spent on care services		**268,935**	**6,006**	**274,941**	264,601
Care services		-	**80**	**80**	-
Total		268,935	6,086	275,021	264,601
NET INCOME		**14,458**	**4,473**	**18,931**	20,503
Transfers between funds	14	(83)	83	-	-
Net movement in funds		**14,375**	**4,556**	**18,931**	20,503
RECONCILIATION OF FUNDS					
Total funds brought forward		**106,826**	**121,641**	**228,467**	207,964
TOTAL FUNDS CARRIED FORWARD		121,201	126,197	247,398	228,467

CONTINUING OPERATIONS
All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

BALANCE SHEET
31 March 2023

	Notes	Unrestricted fund £	Designated funds £	31.3.23 Total funds £	31.3.22 Total funds £
FIXED ASSETS					
Tangible assets	10	**2,594**	-	**2,594**	3,424
CURRENT ASSETS					
Debtors	11	**7,728**	-	**7,728**	6,789
Cash at bank and in hand		**114,385**	**126,197**	**240,582**	222,921
		122,113	**126,197**	**248,310**	229,710
CREDITORS					
Amounts falling due within one year	12	**(3,506)**	-	**(3,506)**	(4,667)
NET CURRENT ASSETS		**118,607**	**126,197**	**244,804**	225,043
TOTAL ASSETS LESS CURRENT LIABILITIES		**121,201**	**126,197**	**247,398**	228,467
NET ASSETS		**121,201**	**126,197**	**247,398**	228,467
FUNDS	14				
Unrestricted funds				**121,201**	106,826
Restricted funds				**126,197**	121,641
TOTAL FUNDS				**247,398**	228,467

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

continued...

BALANCE SHEET - continued
31 March 2023

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ....23/10/23..... and were signed on its behalf by:

K.M. Challand

Ms K M Challand - Trustee

Mr D Underwood - Trustee

The notes form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

CASH FLOW STATEMENT
for the year ended 31 March 2023

	Notes	31.3.23 £	31.3.22 £
Cash flows from operating activities			
Cash generated from operations	1	17,661	18,007
Net cash provided by operating activities		17,661	18,007
Cash flows from investing activities			
Purchase of tangible fixed assets		-	(1,497)
Net cash provided by/(used in) investing activities		-	(1,497)
Change in cash and cash equivalents in the reporting period		17,661	16,510
Cash and cash equivalents at the beginning of the reporting period		222,921	206,411
Cash and cash equivalents at the end of the reporting period		240,582	222,921

The notes form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE CASH FLOW STATEMENT
for the year ended 31 March 2023

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.23	31.3.22
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	**18,931**	20,503
Adjustments for:		
Depreciation charges	**830**	1,170
Increase in debtors	**(939)**	(3,742)
(Decrease)/increase in creditors	**(1,161)**	76
Net cash provided by operations	**17,661**	18,007

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.22	Cash flow	At 31.3.23
	£	£	£
Net cash			
Cash at bank and in hand	**222,921**	**17,661**	**240,582**
	222,921	**17,661**	**240,582**
Total	**222,921**	**17,661**	**240,582**

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2023

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income
Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

The charity has not received any material donated goods for its own use. Small items are not recognised in the Statement of Financial Activities.

The monetary value of volunteer services are not recognised in the Statement of Financial Activities.

Income from government grants and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Expenditure
Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs involved in undertaking each activity.

Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on the basis consistent with use of the resources.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 20% on cost
Plant and machinery	- 20% on cost
Fixtures and fittings	- 20% on cost

Taxation
The charity is exempt from corporation tax on its charitable activities.

Fund accounting
Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

continued...

NOTES TO THE FINANCIAL STATEMENTS - continued for the year ended 31 March 2023

1. ACCOUNTING POLICIES - continued

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits
The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.23 £	31.3.22 £
Services provided under contract	Spent on care services	270,686	267,662

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 4) £	Support costs (see note 5) £	Totals £
Spent on care services	272,913	2,028	274,941
Care services	80	-	80
	272,993	2,028	275,021

4. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.23 £	31.3.22 £
Staff costs	200,777	195,262
Hire of plant and machinery	2,041	1,915
Rates and water	8,653	8,660
Insurance	2,595	5,271
Light and heat	10,512	9,831
Telephone	1,473	2,229
Postage and stationery	1,782	2,971
Sundries	1,088	507
Management fees	17,707	14,436
Housekeeping and cleaning	11,243	10,540
Repairs and renewals	4,920	1,908
Registration, materials and training	2,250	2,370
Professional fees	378	270
Travel	536	462
Charitable expenditure	6,086	4,296
Trustees' expenses	122	210
Depreciation	830	1,170
	272,993	262,308

continued...

5. SUPPORT COSTS

	Governance costs
	£
Spent on care services	2,028

Included within accountancy is the independent examiner's remuneration totalling £2,028 (2022: £2,293).

Support costs, included in the above, are as follows:

	31.3.23 Spent on care services	31.3.22 Total activities
	£	£
Accountancy fees	2,028	2,293

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.23	31.3.22
	£	£
Depreciation - owned assets	830	1,171
Hire of plant and machinery	2,041	1,915

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

Trustees expense reimbursed were in respect of travel costs and telephone costs and these were reimbursed to four trustees.

8. EMPLOYMENT COSTS

The average monthly number of employees during the year was as follows:

	31.3.23	31.3.22
Charitable activities	14	14

No employees received emoluments in excess of £60,000.

	2023	2022
	£	£
Wages and salaries	190,652	185,561
Social security costs	5,179	5,027
Pension costs	4,946	4,674
	200,777	195,262

The remuneration of key management personnel amounted to £47,469 (2022: £53,437)

continued...

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Designated funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	12,615	4,827	17,442
Charitable activities			
Spent on care services	267,662	-	267,662
Total	280,277	4,827	285,104
EXPENDITURE ON			
Charitable activities			
Spent on care services	260,305	4,296	264,601
NET INCOME	19,972	531	20,503
RECONCILIATION OF FUNDS			
Total funds brought forward	86,854	121,110	207,964
TOTAL FUNDS CARRIED FORWARD	106,826	121,641	228,467

10. TANGIBLE FIXED ASSETS

	Improvements to property £	Plant and machinery £	Fixtures and fittings £	Totals £
COST				
At 1 April 2022 and 31 March 2023	24,271	10,150	16,679	51,100
DEPRECIATION				
At 1 April 2022	24,270	8,829	14,577	47,676
Charge for year	-	424	406	830
At 31 March 2023	24,270	9,253	14,983	48,506
NET BOOK VALUE				
At 31 March 2023	1	897	1,696	2,594
At 31 March 2022	1	1,321	2,102	3,424

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23 £	31.3.22 £
Other debtors	7,515	6,586
Prepayments and accrued income	213	203
	7,728	6,789

continued...

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Accrued expenses	3,506	4,667

13. LEASING AGREEMENTS

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

	31.3.23	31.3.22
	£	£
Within one year	8,835	9,134
Between one and five years	23,140	19,811
	31,975	28,945

During 2020, the charity entered into a 5 year lease on a property. The rent was set at £7,000 per annum and is covered by an annual grant from the landlord, Ashfield District Council.

14. MOVEMENT IN FUNDS

	At 1.4.22	Net movement in funds	Transfers between funds	At 31.3.23
	£	£	£	£
Unrestricted funds				
General fund	106,826	14,458	(83)	121,201
Designated funds				
Social fund	6,661	1,685	94	8,440
Watnall Road fund	8,810	1,760	(9)	10,561
Workshop fund	830	-	-	830
Repair fund	28,767	-	-	28,767
Contingency fund	70,000	-	-	70,000
Garden fund	6,573	1,028	(2)	7,599
	121,641	4,473	83	126,197
TOTAL FUNDS	228,467	18,931	-	247,398

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	283,393	(268,935)	14,458
Designated funds			
Social fund	2,644	(959)	1,685
Watnall Road fund	4,560	(2,800)	1,760
Garden fund	3,355	(2,327)	1,028
	10,559	(6,086)	4,473
TOTAL FUNDS	293,952	(275,021)	18,931

continued...

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	86,854	19,972	106,826
Designated funds			
Social fund	8,046	(1,385)	6,661
Watnall Road fund	11,075	(2,265)	8,810
Workshop fund	830	-	830
Repair fund	28,767	-	28,767
Contingency fund	70,000	-	70,000
Garden fund	2,392	4,181	6,573
	121,110	531	121,641
TOTAL FUNDS	207,964	20,503	228,467

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	280,277	(260,305)	19,972
Designated funds			
Social fund	-	(1,385)	(1,385)
Watnall Road fund	(1)	(2,264)	(2,265)
Garden fund	4,828	(647)	4,181
	4,827	(4,296)	531
TOTAL FUNDS	285,104	(264,601)	20,503

continued...

14. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	86,854	34,430	(83)	121,201
Designated funds				
Social fund	8,046	300	94	8,440
Watnall Road fund	11,075	(505)	(9)	10,561
Workshop fund	830	-	-	830
Repair fund	28,767	-	-	28,767
Contingency fund	70,000	-	-	70,000
Garden fund	2,392	5,209	(2)	7,599
	121,110	5,004	83	126,197
TOTAL FUNDS	207,964	39,434	-	247,398

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	563,670	(529,240)	34,430
Designated funds			
Social fund	2,644	(2,344)	300
Watnall Road fund	4,559	(5,064)	(505)
Garden fund	8,183	(2,974)	5,209
	15,386	(10,382)	5,004
TOTAL FUNDS	579,056	(539,622)	39,434

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

16. FUNDS

Social fund
To pay for social outings and parties for the Service Users, carers, and everyone.

Watnall Road fund
For the Service Users and staff to pay for outings, meals out, special birthdays (parties) and many other activities tat provide a better quality of service.

Workshop fund
To provide activities in the workshop, such as making bird houses and other craft items.

Repair fund
For any major repairs that occur on the property at 150 Watnall Road.

continued...

16. FUNDS - continued

Contingency fund
Set aside in event of organisation closure, to pay for redundancy and any outstanding debts.

Garden fund
To purchase plants, seeds, compost, hanging baskets and tools required to keep our garden looking good which the Service Users take pride in.

17. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

HUCKNALL HOPE LEA PROJECT LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 31 March 2023

	31.3.23 £	31.3.22 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Gifts	16,266	6,307
Grants	7,000	11,135
	23,266	17,442
Charitable activities		
Services provided under contract	270,686	267,662
Total incoming resources	293,952	285,104
EXPENDITURE		
Charitable activities		
Wages	190,652	185,561
Social security	5,179	5,027
Pensions	4,946	4,674
Hire of plant and machinery	2,041	1,915
Rates and water	8,653	8,660
Insurance	2,595	5,271
Light and heat	10,512	9,831
Telephone	1,473	2,229
Postage and stationery	1,782	2,971
Sundries	1,088	507
Management fees	17,707	14,436
Housekeeping and cleaning	11,243	10,540
Repairs and renewals	4,920	1,908
Registration, materials and training	2,250	2,370
Professional fees	378	270
Travel	536	462
Charitable expenditure	6,086	4,296
Trustees' expenses	122	210
Plant and machinery	424	465
Fixtures and fittings	406	705
	272,993	262,308
Support costs		
Governance costs		
Accountancy fees	2,028	2,293
Total resources expended	275,021	264,601
Net income	18,931	20,503

HUCKNALL HOPE LEA PROJECT LTD

England & Wales - Charity number 1069660

Accounts

HUCKNALL HOPE LEA PROJECT LTD

Providing Services For Adults With Learning

Disabilities and Their Carers

TRUSTEES ANNUAL REPORT

For the period 124.21 to 31-3.22

Company Reg. No. 3321416 Reg. Charity No. 1069660

MISSION STATEMENT

The Hucknall Hope Lea Project is a registered charity and a limited company by guarantee which aims to:

- Improve the quality of life for Adults with a Learning Disability living in or originating from Hucknall. And to
- Provide a comprehensive service for Service Users and their Carers.

AIMS AND OBJECTIVES

- To improve the quality of life for each Service User
- To provide a secure base to allow people to develop their self confidence .
- To help each person to be valued and to make a positive contribution to the community.
- To provide sensitive - appropriate and professional support to encourage people to attain their own potential and goals in life.

- To continue to provide the present standard of service to each Service User.
- To give continuing support to Parents and Carers.

AIMS AND OBJECTIVES

The Aims and Objectives of the Residential home and the Supported
Living home includes the following:-

To provide people living in the house with an environment, which they regard as their own home and in which they can feel safe and supported, to be accepted as themselves and be accepting of others.

To support and encourage people living in the house to achieve their chosen potential in all aspects of their lives.

To provide a secure base through warmth, understanding and support which will enable people to develop their personality and self-confidence.

To promote independence through acquisition of skills by teaching experience.

To provide opportunity for choice and decision-making, and the sense of responsibility for independent actions.

To provide an environment in which acceptable and evaluated risk taking is part of everyday life.

To develop positive working relationships based on respect, trust and empathy between staff and people living in the houses.

To provide sensitive, appropriate professional support.

To respect people's rights as individuals and the choice people have to exercise these rights.

To enable people living in the house to be seen by others as a valued and positive contribution to the local and wider community.

To establish and maintain positive working relationships with outside agencies and professional bodies and to use such resources as the need arises.

To provide support for parents, siblings and carers and facilitate their involvement in the lives of people living in the house.

11/13 Annesley Road Hucknall Nottingham NG15 7AD	150 Watnall Road Hucknall Nottingham NG15 7NH	20 Herbert Buzzard Court Hankin Street Hucknall Nottingham NG15 7SS
Tel. 0115 9538385	0115 9530825 (office) 0115 9561709 (day services) e.mail office@hopelea.co.uk	0115 9538385
Residential Services	Office and Day Services	Supported Living

Hope Lea accounts have been examined and a financial statement produced by HSKSG Chartered Accountants.

Solicitor Sheltons Solicitors

Funded By Nottinghamshire County Council; Adult Social Care,

Health And Public Protection
Nottingham Community Housing Association re Annesley road property

Ashfield District Council landlord of 150 Watnall road
Trustees/Directors
Kim Challand - Chairperson
Duane Underwood - Treasurer
Janet Simpson
Norah Hatton
Jacky Vere
Richard Darrington
Pamela Mhako Muchemwa
Christine Eagle
Mark Gallagher

Staff at Watnall road

Sharon Saxton	-Office Manager
Jan Lees	-Office Manager
Sheila Wildgoose	-Day Services Manager
Claire Norman	-Support Assistant
Sandra Pietras	-Support Assistant
Kate Elliott	-Support Assistant

Staff at Annesley road and 20 Herbert Buzzard Court

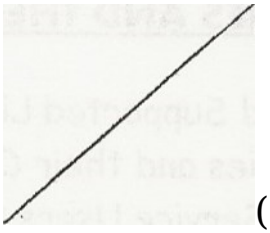
Helen Simpson	-Home Manager
Jayne Leivers	-Support Worker
Marjorie Emson	-Support Worker
Merisa Chambers	-Support Worker
Daniel Knight	-Support Worker
Sarah	-Support

Wroblewski	Worker
Brian Simpson	- Support Worker
Pittaya Marriott	- Support Worker

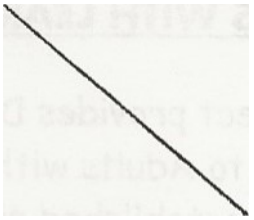
HUCKNALL HOPE LEA PROJECT LTD

Organisational Structure

The Management Committee



(9 Trustees/Directors)



-Home Manager {Residential Services}

2 x Office Manager's (job share)

-Day Services Manager {Supported Living Services}

7 Support Workers

no voluntary workers

3 Support Assistants

no voluntary workers

The Chairperson is the Line Manager for the Horne Manager, the Day Services Manager and the Office Manager' s.

The Home Manager is the Line Manager for Residential and Supported Living Staff.
The Day Services Manager is the Line Manager for the Day Service staff.

The Management Trustees are all Directors and voluntary workers including the Chairperson.

31.3.22

THE HUCKNALL HOPE LEA PROJECT LTD

PROVIDING COMPREHENSIVE SERVICES FOR ADULTS WITH LEARNING DISABILITIES AND THEIR CARERS

The project provides Day - Residential and Supported Living Services to Adults with Learning Disabilities and their Carers and has been established since 1984 allowing Service Users to have choice, opportunities, security and importantly personal progress and independence. The project is a charitable company limited by guarantee. Our constitution is set out in the Memorandum and Articles of Association dated the 20th of February 1997.

We have a fully qualified, dedicated and professional staff team throughout the project whose role it is to support the Service Users and Residents.

The Day Services and Head office are based at 150 Watnall road

Hucknall; the house is leased to the Directors/ Trustees from Ashfield District Council. This is on a five year lease which commenced on the 1st April 2020 - at a rent charge of E 7,000 per annum. The charge of the rent will be covered by Ashfield District Council Grant Funding' for the full term of the five year lease: which effectively means there is no charge for the rental of the property. The new lease document and grant funding agreement letter is filed at Head Office.

The Project is a Nottinghamshire County Council accredited service for both Residential and Day Services.

We have four residents living in our residential home at Annesley road in Hucknall. The property is owned by Nottingham Community Housing Association and the Management Committee are the Managing Agents. Our staff also support two Service Users at 20 Herbert Buzzard Court under the 'Supported Living project'.

The project has a low turnover of staff. During the 21/22 financial year we had 2 Support Workers resign from the project. They were both replaced; with Pittaya Marriott starting at our residential home on the 7th of June 2021 and Kate Elliott joining the Day Services team on the 19th July 2021.

The Coronavirus has continued to have a massive impact on our services throughout this year with both the Residential home and Day Services constantly having to make changes to enable them to continue, whilst also having a 'duty of care' to protect the Service Users and Staff.

Fundraising plays a large part in the success of the project as a whole. Unfortunately, we have experienced another year of being unable to open our doors to our friends, family and local community or to be able to organise any fundraising events. However, we are extremely lucky to have received donations from friends of Hope lea and local businesses throughout the year. We are very grateful for all the donations received and would like to give thanks to Cassidy's Butchers, Byrons Rest, Mrs Millington, Ken Vere, Kim Challand, Cllr Rostance, Mr & Mrs Ingall, Muncheeze, Byron Lodge, Rotary Charity,

Cllr Wilmott, Linby Christmas Lights and special thanks to Sarah's Creative Crafts for choosing Hope Hea as her 'chosen charity for the year.

The Annual General Meeting was held on Monday 25th October 2021. Ena Unwin resigned from the Management Committee after serving for over 35 years. Janet Simpson resigned from the role of Chairperson but continues to serve on the Committee and Kim Challand was elected in the role of Chairperson. Five new members of the Committee were elected including Duane Underwood in the role of Treasurer.

The pandemic has meant that we have not been able to participate in any of our usual trips and outings, bowling trips, theatre visits, pub lunches etc. It has been very difficult for our residents too as they
have not been able to visit their families or get out and about in the local community - which is something they love to do. It has been down to the excellent staff team we have at the project to keep the Service Users and Residents safe, stimulated and happy in such unprecedented times.
The Trustees would like to thank the staff throughout the project who have worked tirelessly and professionally whilst adapting to new and often restricting methods of working practices and adhering to new risk assessments and rules to enable the Project to continue.

Financial Report

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.

The Trustees/birectors aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment costs are also covered in the plan.

The unrestricted funds finance the day to day running of the project and the restricted funds are designated to specific use.

We receive a small percentage increase in our funding each year from the local authority which helps towards the increases that have to be met in our budgets for the general running costs, the statutory increases to the national living wage, the increase in the employers pension contribution, and employers national insurance contributions.
During the time period 5.1.22 to 17.3.22 the Project was able to claim €655.18 from the Government Coronavirus Statutory Sick Pay Scheme as throughout that period 6 members of staff had to take time off work with Covid:19.

The funding received from Notts County Council enables the project to run successfully; however it is the extra money we receive from grants and donations that have enabled the purchases of new I. T. equipment for the office at our Residential home and the Head Office at Watnall Road.

During the 21/22 financial year we received a total €2,500 in grant money from Groundwork UK. This money has been put into the Garden Fund in

readiness for many new projects that we have planned for the garden at the Day Services.

In January 2021 we received a Community Grant for €980.00 from Ashfield District Council. This money enabled the Day Services to hire the hall at the local Community Centre which is only a few minutes walk from our property. Using the hall gave us the opportunity to be able to do so much more than we could do at the Day Services where to keep the Service Users safe they had to be split up between 3 rooms to maintain social distancing. Using the hall enabled the Service Users to all be together enjoying some 'normality' and mixing with their friends whilst still following all the Covid:19 safety guidelines. It meant the history and the drama groups could still be held; both of which the Service Users really enjoy.

Special thanks to Jan Lees (joint Office Manager) for sourcing and applying for the grants mentioned above, they have really helped towards achieving our aim to improve the quality of life we provide for our Service Users.

Hucknall Hope Lea Project Ltd.

Residential Services Annual Report 2021/22

Home Manager Mrs. Helen Simpson

Residential Home. 11-13, Annesley Road, Hucknall, Nottingham, NG15 7AD.
Supported Living 20, Herbert Buzzard Court, Hankin Street, Hucknall, Nottingham. NH15 7SS Report.

The Residential and Supported Living Services currently employ eight staff, comprising one Home Manager and seven Support Workers.

Hope Lea continues to support the Residential Home at Annesley Road which has four Service Users and the Supported Living Project at Herbert Buzzard Court which has two Service Users.

The Home Manager is qualified to Al Assessor level and is also qualified to Registered Manager Standard and NVQ level 4 in Health and Social Care. Five staff are qualified to NVQ level 2 in Health and Social Care and all staff have the LDQ for Learning Disability.

All mandatory training has been attended by all staff members plus extra training has been attended to keep up to date with new regulations. All training is funded by the Hope Lea Training Budget. Thirteen training DVD's are currently in use for all staff to complete the annual "in house" training.

All staff are having regular Supervision and Annual Appraisals.

All Service Users remain fully involved in the decision making in the houses by way of House Meetings, Annual Quality Assurance Questionnaires and Monthly visitor meetings by the Management Committee. All our Annual Reviews are all up to date and are Multi-Disciplinary and Person Centered.
All Service Users Annual Reviews have been completed for this year and dates booked for the following year to ensure continuity of care.
The Three monthly Key Worker meetings are all up to date and recorded in the Care Plan Files.
All Service Users have attended all Primary Health Care appointments, and these are logged in the NHS Health Action Plan files as required by regulations.
Most Service Users attend the Day Centre two days per week and on their stay at home days we support them with their leisure activities such as Painting and Jigsaws, Games and Books and all types of Arts and Crafts, as well as going out into the community for drinks and to socialize. All Service Users do their personal jobs and laundry with staff support on the days they are not at Day Placement.
All our Annesley Road Service Users are looking forward to their Annual holidays at the Savoy Hotel in Skegness later in the year. The Service Users from Supported Living at Herbert Buzzard Court went to Stratford upon Avon for Christmas 2021 and are looking forward to a cottage holiday in Derbyshire later in 2022.

All Service Users have been on day trips with staff and enjoy going out with staff for coffee and meals to the local café or public house.

Both houses have current up to date Fire Risk Assessment. The Landlord for Annesley Road is Nottingham Community Housing Association; Herbert Buzzard Court is part of Housing and Care 21 group. Weekly Fire Alarm tests, Monthly Fire Drills and Quality Assurance checks are completed by Support Staff.

Our last inspection by CQC was on 5th April 2018 and we maintained our GOOD rating for all the sections they inspected, we are very pleased to keep our overall GOOD rating. CQC have not resumed the regulatory Inspections since suspending them in March 2020 but continue to review using available evidence regarding Hope Lea and have not found any evidence that they need to carry out an inspection or reassess their Good rating of the project.
All Service Users remain happy in both the Residential Home and the Supported Living house.

Hucknall Hope Lea Project Ltd
Dav services Annual Report - I April 2021-31 March 2022 Hucknall Hope Lea Project

Day Services
150 Watnall Road
Hucknall
Notts
NG15 INH

The Hucknall Hope Lea Project Day Services continues to be on the list of accredited Day Service providers with Nottinghamshire County Council and they conduct their own audit to ensure we are providing a good standard of service for the funding they

provide — the last audit was September 2021 and we scored 71.93%.

The Day Services currently employs 4 staff — the Day Services Manager and 3 Support Workers. All staff complete mandatory training throughout the year and receive regular supervisions and an annual appraisal with the Day Services Manager. The performance of the Day Services Manager is monitored by the Management Committee. The staff team have weekly staff meetings to discuss any issues/concerns, to suggest and plan activities for the monthly timetable, to keep in touch and to assess the progress of the Service Users and the service we provide.

We currently have 18 Service Users attending the Day Services — we had one discharge and one admission — and we continue to try and attract new Service Users by promoting and advertising our Day Services.

Each Service User has individual support plans and risk assessments which are reviewed regularly and amended if/when necessary. A person centred approach is in place with all the Service Users being involved in the compilation of their own personal plans with the support of the Day Services Manager. All Service Users have an annual review, take part in monthly house-meetings and are actively involved in the planning of the monthly timetable with their own personal interests, suggestions, ideas and choices being listened to and accommodated wherever possible so they are engaged in as many meaningful activities as possible.

We promote independence wherever possible as well as equipping the Service Users with life skills and opportunities to challenge themselves and a safe environment in which to tackle any difficult issues they may come across or require help and support with.

Our main aim of getting out and about into our local community was challenged greatly due to Covid-19 but we are now accessing it much more freely although still taking sensible precautions much to the relief and enjoyment of both staff and Service Users.

Sheila Wildgoose — Day Services Manager

HUCKNALL HOPE LEA PROJECT
LTD

FINANCIAL RISK ANALYSIS STATEMENT

The Directors of the Hope Lea Project Ltd recognise that there are certain major risks to which the Charity could be exposed. Therefore these risks have been identified, reviewed and systems have been established to help mitigate those risks.

The risks identified in the day- to- day activities of the Hope Lea Project Ltd have been assessed and the following procedures put into place.

Financial Risks

Any transactions by cheque must be signed by two authorised cheque signatories. No blank cheques to be signed at any time.

Our procedure for the application and recording of paying invoices online ensures financial security.

Income and expenditure figures produced by the Home Manager at the Residential home are checked and monitored by the Office Manager on a monthly basis. All financial transactions carried out by the Day Services Manager are checked and recorded in the main office.

We aim to maintain good communication and bonds with local fundraisers, local authorities who provide our funding, our accountants and pensions advisor who are able to help with advice and guidance if required.

An adequate amount of funding is kept in reserve.

The Directors must receive regular financial statements and budget figures which are discussed and scrutinized at the Committee Meetings.

The Chairperson to oversee all the yearly budget transactions and check the salaries and online payment of salaries to report back to the Directors.

Adequate insurance cover is obtained.

All other risks that could affect the aims and objectives or the good name of the charity have been identified in the policies

and guidelines and the Staff Handbook of the Hope Lea Project Ltd. These include the policy on Charity Reserves.

Policy statement dated 13th March 2003 Passed by Committee 2nd April 2003 Reviewed 12.3.2007,

Reviewed and updated 6th July 2021

LTD

POLICY ON CHARITY RESERVES

The Directors are held responsible for all finances connected with the project. Therefore it is their policy that there is a need for funding to be kept in reserve for the following reasons:-

In the event of the project closing due to:-

1. Lack of funding
2. Resignation of the Directors
3. Any other suitable reason

There would be a need for funding to clear any monies owing and to pay the appropriate staff salaries. Therefore the Directors have designated the appropriate amount of funding to cover any emergencies that may arise.

If at any time a more urgent need to use the reserves arises then the Directors will reconsider their decision.
This policy will be monitored regularly and reviewed annually by the Directors.

Policy adapted and passed by Committee 8th August 2007 J.S.

HUCKNALL HOPE LEA PROJECT

Updated 15.5.09
Updated 19.5.14
Updated 1.6.16
Updated 17.6.19
Updated 6.6.22

LTD

EQUAL OPPORTUNITIES POLICY

The Directors and Trustees of the Hope Lea Project Ltd are committed to being an Equal Opportunities Organisation. The project is committed to promoting equal opportunities and to ensure that a review of its employment policies, procedures and practices is undertaken on a regular basis to ensure all Service Users, Staff and Visitors are treated fairly.
This policy is to ensure that no Service User, Staff or any Visitor receives less favourable treatment than another on the grounds of:-

- Disability - Cultural-Ethnic or National Origin
- Sex - Sexual Orientation
- Age Religion and Belief
- Race - Marriage and Civil Partnerships
- Gender reassignment Responsibility Of Dependents
- Pregnancy and Matemity

This applies to all Service Users and Staff employed by the project and it is our intention that no person is turned away on the grounds of any of the above. All people will be treated with respect and will not be subjected to discriminatory practices, intimidation or harassment either by other staff or service users. Each voice will be valued.
At present the Hope Lea Project Ltd is unable to provide wheelchair access to all of its buildings. There is a wheelchair access and a downstairs toilet to the building at the Day Services at Watnall road and a stair lift to the bedrooms at Annesley road.
We believe that all Service Users have the right to access services and activities of their choice and as such are supported in their choices.
No Service User will be denied access to the Community in which they live. Each person is supported where choice affects health and safety issues. These are worked through with the person concerned and all parties involved.
All staff employed by the project will be offered the appropriate training and promotion opportunities. Employees who believe that they have suffered from any form of discrimination or harassment will have their grievance dealt with promptly and confidentially.

The Hucknall Hope Lea Project Ltd follows the:
Code Of Practice of the Race Relations Act 1976.
Disability Discrimination Act 2005
Human Rights 1998. Sex Discrimination 1975
The Commission For Race Equality Code of Practise.
Safeguarding Adults

HUCKNALL HOPE LEA PROJECT

Mental Capacity Act 2005
Equality Act 2010
Data protection Act 1998
Health and Safety at work Act 1974
Protection from Harassment Act 1997
Civil Partnership Act 2004

It is the policy of the Hope Lea Project Ltd that no relative of any person or participants involved with the project including Service Users will be allowed to take up paid employment with the charity.
U.S. policy March 1995
Updated and reviewed: - 15.5.02, 31.3.05, 15.5.09, 19.5.14, 13.3.17, 24.10.18, 6.6.22

The Trustees/ Directors follow the guidelines as directed by the Charity Commission and S.O.R.P.

The Trustees declare that they have approved the Trustees Report.

Signed on behalf of the charity's Trustees:

Signature.....

Fullname.....

.....

Date.....

Position.....-- .

Charity registration number 1069660

Company registration number 03321416 (England and Wales)

HUCKNALL HOPE LEA PROJECT LIMITED

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

HUCKNALL HOPE LEA PROJECT LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Kim Challand - Chairperson	
	Duane Underwood - Treasurer	(Appointed 25 October 2021)
	Janet Simpson	
	Norah Hatton	
	Jacky Vere	
	Richard Darrington	(Appointed 25 October 2021)
	Pamela Mhako Muchemwa	(Appointed 25 October 2021)
	Christine Eagle	(Appointed 25 October 2021)
	Mark Gallagher	(Appointed 25 October 2021)
Charity number	1069660	
Company number	03321416	
Principal address	150 Watnall Road Hucknall Nottingham NG25 7NH	
Registered office	150 Watnall Road Hucknall Nottingham NG15 7NH	
Independent examiner	Philip Handley FCA HSKS Greenhalgh 3rd Floor, Butt Dyke House 33 Park Row Nottingham NG1 6EE	
Bankers	Natwest Bank Plc 134 Front Street Arnold Nottingham NG5 7BF	
Solicitors	Shelton & Co 388 Carlton Hill Carlton Nottingham NG4 1JA	

HUCKNALL HOPE LEA PROJECT LIMITED

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HUCKNALL HOPE LEA PROJECT LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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).

Objectives and activities

The project provides Day Residential and Supported Living Services to Adults with Learning Disabilities and their Carers and has been established since 1984 allowing Service Users to have choice, opportunities, security and importantly personal progress and independence.

We have a fully qualified, dedicated and professional staff team throughout the project whose role it is to support the Service Users and Residents.

The objects of the charity are to improve the quality of life for people with learning disability living in or originating in Hucknall and provide a comprehensive local service for individuals and their parents or carers.

The charity's purpose as set out in the company's Memorandum of Association are to :-

- Provide services for the benefit of Adults with Learning Disabilities and their Carers; and
- Fulfil the aims and objectives of the charity by providing a secure locally based service i.e. – Day Services, Residential and Supported Living for adults with learning disabilities and to help each individual to be a valued person in their own right.

Our aims fully demonstrate the purpose the charity was set up to provide.

Aims of the charity

I. To improve the quality of life for each service user.

II. To provide a secure base to allow people to develop their self-confidence.

III. To help each person to be valued and to make a positive contribution to the community.

IV. To provide sensitive, appropriate and professional support to encourage people to attain their own potential and goals in life.

V. To continue to provide the present standard of service to each service user.

VI. To give continuing support and advice to parents and carers.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

The Aims and Objectives of the Residential home and the Supported Living home includes the following:

- To provide people living in the house with an environment, which they regard as their own home and in which they can feel safe and supported, to be accepted as themselves and be accepting of others.
- To support and encourage people living in the house to achieve their chosen potential in all aspects of their lives.
- To provide a secure base through warmth, understanding and support which will enable people to develop their personality and self-confidence.
- To promote independence through acquisition of skills by teaching experience.
- To provide opportunity for choice and decision-making, and the sense of responsibility for independent actions.
- To provide an environment in which acceptable and evaluated risk taking is part of everyday life.
- To develop positive working relationships based on respect, trust and empathy between staff and people living in the houses.
- To provide sensitive, appropriate professional support.
- To respect people's rights as individuals and the choice people have to exercise these rights.
- To enable people living in the house to be seen by others as a valued and positive contribution to the local and wider community.
- To establish and maintain positive working relationships with outside agencies and professional bodies and to use such resources as the need arises.
- To provide support for parents, siblings and carers and facilitate their involvement in the lives of people living in the house.

Residential Services
11/13 Annesley Road

Hucknall
Nottingham
NG15 7AD
Tel: 0115 953 8385

Office and Day Services
150 Watnall Road

Hucknall
Nottingham
NG15 7NH
Tel: 0115 953 0825 (office)
Tel: 0115 956 1709 (day services)
Email: office@hopelea.co.uk

Supported Living
20 Herbert Buzzard Court
Hankin Street
Hucknall
Nottingham
NG15 7SS
Tel: 0115 953 8385

We are funded by Nottinghamshire County Council; Adult Social Care, Health And Public Protection, and Nottingham Community Housing Association for the Annesley Road property.

Ashfield District Council are the landlord of 150 Watnall Road.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance

The Day Services and Head Office are based at 150 Watnall Road, Hucknall; the house is leased to the Trustees from Ashfield District Council. This is on a five-year lease which commenced on the 1st April 2020 at a rent charge of £7,000 per annum. The charge of the rent will be covered by Ashfield District Council Grant Funding for the full term of the five-year lease, which effectively means there is no charge for the rental of the property. The lease document and grant funding agreement letter is filed at Head Office.

The Project is a Nottinghamshire County Council accredited service for both Residential and Day Services.

We have four residents living in our residential home at Annesley Road in Hucknall. The property is owned by Nottingham Community Housing Association and the Management Committee are the Managing Agents. Our staff also support two Service Users at 20 Herbert Buzzard Court under the 'Supported Living Project'.

The project has a low turnover of staff. During the 21/22 financial year we had 2 Support Workers resign from the project. They were both replaced; with Pittaya Marriott starting at our residential home on the 7 June 2021 and Kate Elliott joining the Day Services team on 19 July 2021.

The Coronavirus has continued to have a massive impact on our services throughout this year with both the Residential home and Day Services constantly having to make changes to enable them to continue, whilst also having a 'duty of care' to protect the Service Users and Staff.

Fundraising plays a large part in the success of the project as a whole. Unfortunately, we have experienced another year of being unable to open our doors to our friends, family and local community or to be able to organise any fundraising events. However, we are extremely lucky to have received donations from friends of Hope lea and local businesses throughout the year. We are very grateful for all the donations received and would like to give thanks to Cassidy's Butchers, Byrons Rest, Mrs Millington, Ken Vere, Kim Challand, Cllr Rostance, Mr & Mrs Ingall, Muncheeze, Byron Lodge, Rotary Charity, Cllr Wilmott, Linby Christmas Lights and special thanks to Sarah's Creative Crafts for choosing Hope Lea as her chosen charity for the year.

The Annual General Meeting was held on Monday 25 October 2021. Ena Unwin resigned from the Management Committee after serving for over 35 years. Janet Simpson resigned from the role of Chairperson but continues to serve on the Committee and Kim Challand was elected in the role of Chairperson. Five new members of the Committee were elected including Duane Underwood in the role of Treasurer.

The pandemic has meant that we have not been able to participate in any of our usual trips and outings, bowling trips, theatre visits, pub lunches etc. It has been very difficult for our residents too as they have not been able to visit their families or get out and about in the local community - which is something they love to do. It has been down to the excellent staff team we have at the project to keep the Service Users and Residents safe, stimulated and happy in such unprecedented times.

The Trustees would like to thank the staff throughout the project who have worked tirelessly and professionally whilst adapting to new and often restricting methods of working practices and adhering to new risk assessments and rules to enable the Project to continue.

Hucknall Hope Lea Project Limited

Residential Services Annual Report 2021/22

Home Manager: Mrs Helen Simpson

Residential Home: 11-13, Annesley Road, Hucknall, Nottingham, NG15 7AD

Supported Living: 20 Herbert Buzzard Court, Hankin Street, Hucknall, Nottingham, NH15 7SS

The Residential and Supported Living Services currently employ eight staff, comprising one Home Manager and seven Support Workers.

Hope Lea continues to support the Residential Home at Annesley Road which has four Service Users and the Supported Living Project at Herbert Buzzard Court which has two Service Users.

The Home Manager is qualified to Al Assessor level and is also qualified to Registered Manager Standard and NVQ level 4 in Health and Social Care. Five staff are qualified to NVQ level 2 in Health and Social Care and all staff have the LDQ for Learning Disability.

All mandatory training has been attended by all staff members plus extra training has been attended to keep up to date with new regulations. All training is funded by the Hope Lea Training Budget. Thirteen training DVD's are currently in use for all staff to complete the annual "in house" training.

All staff are having regular Supervision and Annual Appraisals.

All Service Users remain fully involved in the decision making in the houses by way of House Meetings, Annual Quality Assurance Questionnaires and Monthly visitor meetings by the Management Committee. All our Annual Reviews are all up to date and are Multi-Disciplinary and Person Centered.

All Service Users Annual Reviews have been completed for this year and dates booked for the following year to ensure continuity of care.

The Three monthly Key Worker meetings are all up to date and recorded in the Care Plan Files.

All Service Users have attended all Primary Health Care appointments, and these are logged in the NHS Health Action Plan files as required by regulations.

Most Service Users attend the Day Centre two days per week and on their stay at home days we support them with their leisure activities such as Painting and Jigsaws, Games and Books and all types of Arts and Crafts, as well as going out into the community for drinks and to socialize. All Service Users do their personal jobs and laundry with staff support on the days they are not at Day Placement.

All our Annesley Road Service Users are looking forward to their Annual holidays at the Savoy Hotel in Skegness later in the year. The Service Users from Supported Living at Herbert Buzzard Court went to Stratford upon Avon for Christmas 2021 and are looking forward to a cottage holiday in Derbyshire later in 2022.

All Service Users have been on day trips with staff and enjoy going out with staff for coffee and meals to the local café or public house.

Both houses have current up to date Fire Risk Assessment. The Landlord for Annesley Road is Nottingham Community Housing Association; Herbert Buzzard Court is part of Housing and Care 21 group. Weekly Fire Alarm tests, Monthly Fire Drills and Quality Assurance checks are completed by Support Staff.

Our last inspection by CQC was on 5th April 2018 and we maintained our GOOD rating for all the sections they inspected, we are very pleased to keep our overall GOOD rating. CQC have not resumed the regulatory Inspections since suspending them in March 2020 but continue to review using available evidence regarding Hope Lea and have not found any evidence that they need to carry out an inspection or reassess their Good rating of the project.

All Service Users remain happy in both the Residential Home and the Supported Living house.

Hucknall Hope Lea Project Limited

Dav Services Annual Report 2021/22

Day Services Manager: Ms Sheila Wildgoose

Hucknall Hope Lea Project Day Services, 150 Watnall Road, Hucknall, Nottingham, NG15 1NH

The Hucknall Hope Lea Project Day Services continues to be on the list of accredited Day Service providers with Nottinghamshire County Council and they conduct their own audit to ensure we are providing a good standard of service for the funding they provide. The last audit was September 2021 and we scored 71.93%.

The Day Services currently employs 4 staff: the Day Services Manager and 3 Support Workers. All staff complete mandatory training throughout the year and receive regular supervisions and an annual appraisal with the Day Services Manager. The performance of the Day Services Manager is monitored by the Management Committee. The staff team have weekly staff meetings to discuss any issues/concerns, to suggest and plan activities for the monthly timetable, to keep in touch and to assess the progress of the Service Users and the service we provide.

We currently have 18 Service Users attending the Day Services — we had one discharge and one admission, and we continue to try and attract new Service Users by promoting and advertising our Day Services.

Each Service User has individual support plans and risk assessments which are reviewed regularly and amended if/ when necessary. A person-centred approach is in place with all the Service Users being involved in the compilation of their own personal plans with the support of the Day Services Manager. All Service Users have an annual review, take part in monthly house-meetings and are actively involved in the planning of the monthly timetable with their own personal interests, suggestions, ideas and choices being listened to and accommodated wherever possible so they are engaged in as many meaningful activities as possible.

We promote independence wherever possible as well as equipping the Service Users with life skills and opportunities to challenge themselves and a safe environment in which to tackle any difficult issues they may come across or require help and support with.

Our main aim of getting out and about into our local community was challenged greatly due to COVID-19 but we are now accessing it much more freely although still taking sensible precautions much to the relief and enjoyment of both staff and Service Users.

Financial review

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.

The Trustees/directors aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment costs are also covered in the plan.

The unrestricted funds finance the day to day running of the project and the restricted funds are designated to specific use.

We receive a small percentage increase in our funding each year from the local authority which helps towards the increases that have to be met in our budgets for the general running costs, the statutory increases to the national living wage, the increase in the employers pension contribution, and employers national insurance contributions.

During the time period 5 January 2022 to 17 March 2022 the Project was able to claim £655.18 from the Government Coronavirus Statutory Sick Pay Scheme as throughout that period 6 members of staff had to take time off work with COVID-19.

The funding received from Notts County Council enables the project to run successfully; however it is the extra money we receive from grants and donations that have enabled the purchases of new IT equipment for the office at our Residential home and the Head Office at Watnall Road.

During the 21/22 financial year we received a total £2,500 in grant money from Groundwork UK. This money has been put into the Garden Fund in readiness for many new projects that we have planned for the garden at the Day Services.

In January 2021 we received a Community Grant for £980 from Ashfield District Council. This money enabled the Day Services to hire the hall at the local Community Centre which is only a few minutes walk from our property. Using the hall gave us the opportunity to be able to do so much more than we could do at the Day Services where to keep the Service Users safe they had to be split up between 3 rooms to maintain social distancing. Using the hall enabled the Service Users to all be together enjoying some 'normality' and mixing with their friends whilst still following all the COVID-19 safety guidelines. It meant the history and the drama groups could still be held; both of which the Service Users really enjoy.

Special thanks to Jan Lees (joint Office Manager) for sourcing and applying for the grants mentioned above, they have really helped towards achieving our aim to improve the quality of life we provide for our Service Users.

Reserves policy

The Directors are held responsible for all finances connected with the project. Therefore it is their policy that there is a need for funding to be kept in reserves, as in the event of the project closing due to lack of funding, resignation of the Directors or any other suitable reason, there would be a need for funding to clear any monies owing and to pay the appropriate staff salaries.

Therefore the Directors have designated the appropriate amount of funding to cover any emergencies that may arise, and aim to keep the reserves at a level sufficient to cover at least three months of the year's planned spending and to cover any emergency that should arise.

Redundancy payment forecasts are also covered in the plan.

The unrestricted funds help to finance the day to day running and the activities of the project, and the restricted funds are designated to specific activities and needs of the Service Users.

If at any time a more urgent need to use the reserves arises then the Directors will reconsider their decision.

This policy will be monitored regularly and reviewed annually by the Directors.

At 31 March 2022 the charity had free reserves of £106,827 equivalent to approximately 5 months running costs.

In addition to free reserves there were designated reserves of £121,642 at the year end. Of these designated reserves £28,767 has been set aside for building and repair costs, this is also to cover potential dilapidations cost for when the current property lease expires in 2025. A further £70,000 is a designated contingency fund to cover closure costs which would include redundancies and continuation of services until residents can be re-housed.

The balance of £22,875 relates to donations from the public set aside for outings and activities for services users and residents.

Financial risk analysis statement
The Directors of the Hope Lea Project Ltd recognise that there are certain major risks to which the Charity could be exposed. Therefore these risks have been identified, reviewed and systems have been established to help mitigate those risks.

The risks identified in the day-to-day activities of the Hope Lea Project Ltd have been assessed and the following procedures put into place.

Financial risks

Any transactions by cheque must be signed by two authorised cheque signatories. No blank cheques to be signed at any time.

Our procedure for the application and recording of paying invoices online ensures financial security.

Income and expenditure figures produced by the Home Manager at the Residential home are checked and monitored by the Office Manager on a monthly basis. All financial transactions carried out by the Day Services Manager are checked and recorded in the main office.

We aim to maintain good communication and bonds with local fundraisers, local authorities who provide our funding, our accountants and pensions advisor who are able to help with advice and guidance if required.

An adequate amount of funding is kept in reserve.

The Directors must receive regular financial statements and budget figures which are discussed and scrutinised at the Committee Meetings.

The Chairperson to oversee all the yearly budget transactions and check the salaries and online payment of salaries to report back to the Directors.

Adequate insurance cover is obtained.

All other risks that could affect the aims and objectives or the good name of the charity have been identified in the policies and guidelines and the Staff Handbook of the Hope Lea Project Ltd. These include the policy on Charity Reserves.

Plans for future periods
Due to the spread of COVID-19 it was decided that the Day Service had to close to Service Users with effect from 23 March 2021. Since that time, the residential care home has remained open with staff carrying out their duty of care to the residents at Annesley Road and Herbert Buzzard Court following all health and safety guidelines issued by the Government and will continue to do so.

Structure, governance and management

The charity is a company limited by guarantee. It was incorporated on 20 February 1997 and registered as a charity on 21 May 1998.

The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

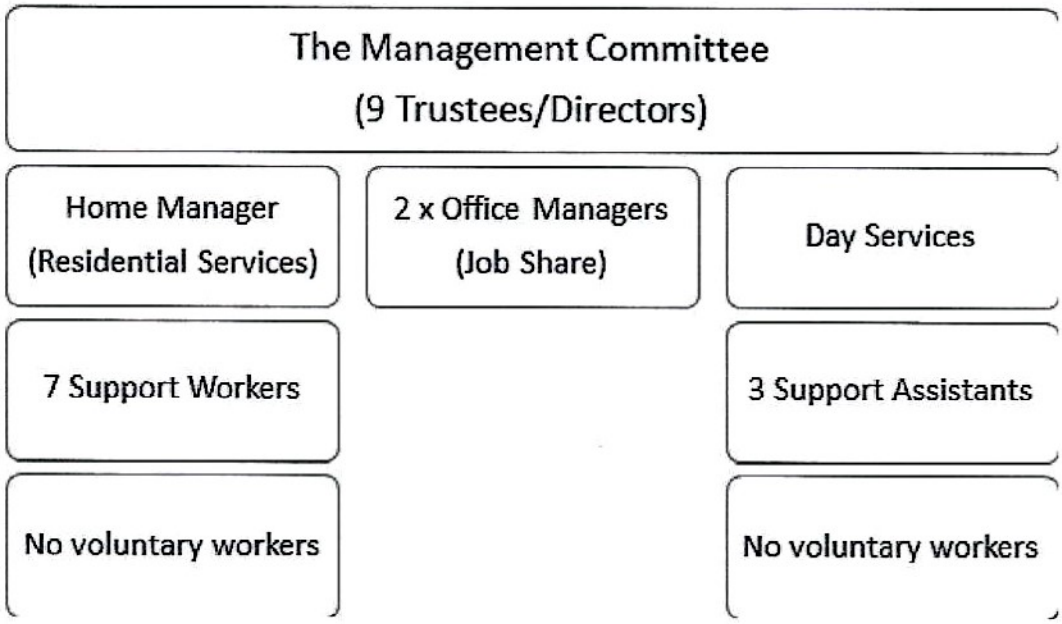
The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Kim Challand - Chairperson	
Duane Underwood - Treasurer	(Appointed 25 October 2021)
Janet Simpson	
Norah Hatton	
Jacky Vere	
Richard Darrington	(Appointed 25 October 2021)
Pamela Mhako Muchemwa	(Appointed 25 October 2021)
Christine Eagle	(Appointed 25 October 2021)
Mark Gallagher	(Appointed 25 October 2021)
Ena Unwin	(Resigned 25 October 2021)
Sarah Simons	(Appointed 25 October 2021 and resigned 26 May 2022)

Trustees, who are also directors of the company, are appointed by a member vote at a board meeting. These persons shall be admitted as members, following the approval of the trustees and shall continue to be members of Hucknall Hope Lea Project Limited until they resign.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Organisational Structure



The Chairperson is the Line Manager for the Horne Manager, the Day Services Manager and the Office Managers.

The Home Manager is the Line Manager for Residential and Supported Living Staff.

The Day Services Manager is the Line Manager for the Day Service staff.

The Management Trustees are all Directors and voluntary workers including the Chairperson.

Staff at Watnall Road

Sharon Saxton	Office Manager
Jan Lees	Office Manager
Sheila Wildgoose	Day Services Manager
Claire Norman	Support Assistant
Sandra Pietras	Support Assistant
Kate Elliott	Support Assistant

Staff at Annesley Road and 20 Herbert Buzzard Court

Helen Simpson	Home Manager
Jayne Leivers	Support Worker
Marjorie Emson	Support Worker
Merisa Chambers	Support Worker
Daniel Knight	Support Worker
Sarah Wroblewski	Support Worker
Brian Simpson	Support Worker
Pittaya Marriott	Support Worker

Equal opportunities policy
The Directors and Trustees of the Hope Lea Project Ltd are committed to being an Equal Opportunities Organisation.

The project is committed to promoting equal opportunities and to ensure that a review of its employment policies, procedures and practices is undertaken on a regular basis to ensure all Service Users, Staff and Visitors are treated fairly.

This policy is to ensure that no Service User, Staff or any Visitor receives less favourable treatment than another on the grounds of:

- Disability
- Cultural-Ethnic or National Origin
- Sex
- Sexual Orientation
- Age
- Religion and Belief
- Race
- Marital and civil partner status
- Gender reassignment
- Responsibility Of Dependents
- Pregnancy and Maternity

This applies to all Service Users and Staff employed by the project and it is our intention that no person is turned away on the grounds of any of the above. All people will be treated with respect and will not be subjected to discriminatory practices, intimidation or harassment either by other staff or service users. Each voice will be valued.

At present the Hope Lea Project Ltd is unable to provide wheelchair access to all of its buildings. There is a wheelchair access and a downstairs toilet to the building at the Day Services at Watnall Road and a stair lift to the bedrooms at Annesley Road.

We believe that all Service Users have the right to access services and activities of their choice and as such are supported in their choices.

No Service User will be denied access to the Community in which they live. Each person is supported where choice affects health and safety issues. These are worked through with the person concerned and all parties involved.
All staff employed by the project will be offered the appropriate training and promotion opportunities. Employees who believe that they have suffered from any form of discrimination or harassment will have their grievance dealt with promptly and confidentially.

The Hucknall Hope Lea Project Ltd adheres to:

- The Code Of Practice of the Race Relations Act 1976.
- The Disability Discrimination Act 2005
- The Human Rights Act 1998
- The Sex Discrimination Act 1975
- The Commission For Racial Equality Code of Practice
- The Care Act 2014 (Safeguarding Adults)
- The Mental Capacity Act 2005
- The Equality Act 2010
- The Data Protection Act 1998
- The Health and Safety at Work Act 1974
- The Protection from Harassment Act 1997
- The Civil Partnership Act 2004

It is the policy of the Hope Lea Project Ltd that no relative of any person or participants involved with the project including Service Users will be allowed to take up paid employment with the charity.

The trustees' report was approved by the Board of Trustees.

K.M.Challand
Kim Challand - Chairperson
Trustee

Date: 22/11/22

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2022

The trustees, who are also the directors of Hucknall Hope Lea Project Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HUCKNALL HOPE LEA PROJECT LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HUCKNALL HOPE LEA PROJECT LIMITED

I report to the trustees on my examination of the financial statements of Hucknall Hope Lea Project Limited (the charity) for the year ended 31 March 2022 which are set out on pages 14 to 27.

Responsibilities and basis of report

As the trustees of the charity (and also 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 charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity'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 that in any material respect:

1 accounting records were not kept in respect of the charity 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.

HSKS Greenhalgh

Philip Handley FCA

Institute of Chartered Accountants in England and Wales
HSKS Greenhalgh
3rd Floor, Butt Dyke House
33 Park Row
Nottingham
NG1 6EE

Dated: 19th December 2022

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

Current financial year

	Notes	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Total 2022 £	Total 2021 £
Income from:					
Donations and legacies	3	12,616	4,828	17,444	22,073
Charitable activities	4	267,662	-	267,662	251,316
Investments	5	-	-	-	145
Total income		280,278	4,828	285,106	273,534
Expenditure on:					
Charitable activities	6	260,306	4,296	264,602	267,499
Net income for the year/ Net movement in funds		19,972	532	20,504	6,035
Fund balances at 1 April 2021		86,855	121,110	207,965	201,930
Fund balances at 31 March 2022		106,827	121,642	228,469	207,965

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

Prior financial year

	Notes	Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Total 2021 £
Income from:				
Donations and legacies	3	18,813	3,260	22,073
Charitable activities	4	251,316	-	251,316
Investments	5	-	145	145
Total income		270,129	3,405	273,534
Expenditure on:				
Charitable activities	6	266,195	1,304	267,499
Gross transfers between funds		(62)	62	-
Net income for the year/ Net movement in funds		3,872	2,163	6,035
Fund balances at 1 April 2020		82,983	118,947	201,930
Fund balances at 31 March 2021		86,855	121,110	207,965

HUCKNALL HOPE LEA PROJECT LIMITED

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	**10**		3,425		3,096
Current assets					
Debtors	**11**	6,790		3,049	
Cash at bank and in hand		222,921		206,411	
		229,711		209,460	
Creditors: amounts falling due within one year	**12**	(4,667)		(4,591)	
Net current assets			225,044		204,869
Total assets less current liabilities			228,469		207,965
Income funds					
Unrestricted funds					
Designated funds	**13**	121,642		121,110	
General unrestricted funds		106,827		86,855	
			228,469		207,965
			228,469		207,965

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on .....22/11/22.....

K.M.Challand

Kim Challand - Chairperson
Trustee

Duane Underwood - Treasurer
Trustee

Company registration number 03321416

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	17		18,007		(376)
Investing activities					
Purchase of tangible fixed assets		(1,497)		(1,717)	
Investment income received		-		145	
Net cash used in investing activities			(1,497)		(1,572)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			16,510		(1,948)
Cash and cash equivalents at beginning of year			206,411		208,359
Cash and cash equivalents at end of year			222,921		206,411

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Hucknall Hope Lea Project Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 150 Watnall Road, Hucknall, Nottingham, NG15 7NH.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

The charity has not received any material donated goods for its own use. Small items are not recognised in the Statement of Financial Activities.

The monetary value of volunteer services are not recognised in the Statement of Financial Activities.

Income from government grants and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1 Accounting policies **(Continued)**

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs involved in undertaking each activity.

Where support costs cannot be directly attributed to particular headings, they have been allocated to cost of raising funds and expenditure on charitable activities on the basis consistent with use of the resources.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	20% on cost
Plant and equipment	20% on cost
Fixtures and fittings	20% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, current and deposits held at call with banks.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

1 Accounting policies **(Continued)**

Basic financial liabilities
Basic financial liabilities, including creditors are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

1.10 Retirement benefits
Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.11 Leases
Rentals under operating leases are charged on a straight-line basis over the lease term, even if the payments are not made on such a basis. Benefits received and receivable as an incentive to sign an operating lease are similarly spread on a straight-line basis over the lease term.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Total 2022 £	Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Total 2021 £
Donations and gifts	1,481	4,828	6,309	2,919	3,260	6,179
Coronavirus job retention scheme and other grant income	11,135	-	11,135	15,894	-	15,894
	12,616	4,828	17,444	18,813	3,260	22,073

4 Charitable activities

	Care services 2022 £	Care services 2021 £
Services provided under contract	267,662	251,316

5 Investments

	Total 2022 £	Unrestricted funds designated 2021 £
Interest receivable	-	145

6 Charitable activities

	Care services 2022 £	Care services 2021 £
Staff costs	195,262	200,131
Depreciation and impairment	1,170	644
Management fees	14,437	15,516
House-keeping and cleaning	10,540	10,017
Rent, rates and water	8,660	8,529
Heat and light	9,831	7,059
Repairs and renewals	2,555	7,067
Insurance	5,271	3,657
Telephone	2,229	3,099
Equipment hire	1,915	3,013
Printing, postage and stationery	2,971	2,506
Registration, materials and training	2,370	2,168
Professional fees	270	436
Socials and outings	3,649	661
Sundry expenses	507	315
Travel	462	271
	262,099	265,089
Share of governance costs (see note 7)	2,503	2,410
	264,602	267,499
Analysis by fund		
Unrestricted funds - general	260,306	266,195
Unrestricted funds - designated	4,296	1,304
	264,602	267,499

7 Support costs

	Support costs	Governance costs	2022	2021
	£	£	£	£
Accountancy	-	2,293	2,293	2,250
Trustees expenses	-	210	210	160
	-	2,503	2,503	2,410
Analysed between				
Charitable activities	-	2,503	2,503	2,410

Included within accountancy is the independent examiner's remuneration totalling £2,293 (2021: £2,250).

8 Trustees

Trustees expense reimbursed were in respect of travel costs and telephone costs and these were reimbursed to four trustees.

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

9 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	14	14

Employment costs	2022 £	2021 £
Wages and salaries	185,561	188,780
Social security costs	5,027	6,112
Other pension costs	4,674	5,239
	195,262	200,131

There were no employees whose annual remuneration was more than £60,000.

10 Tangible fixed assets

	Leasehold improvements	Plant and equipment	Fixtures and fittings	Total
	£	£	£	£
Cost				
At 1 April 2021	24,271	8,653	16,679	49,603
Additions	-	1,497	-	1,497
At 31 March 2022	24,271	10,150	16,679	51,100
Depreciation and impairment				
At 1 April 2021	24,270	8,364	13,871	46,505
Depreciation charged in the year	-	465	705	1,170
At 31 March 2022	24,270	8,829	14,576	47,675
Carrying amount				
At 31 March 2022	1	1,321	2,103	3,425
At 31 March 2021	1	288	2,807	3,096

11 Debtors

	2022	2021
Amounts falling due within one year:	£	£
Other debtors	6,587	2,829
Prepayments and accrued income	203	220
	6,790	3,049

12 Creditors: amounts falling due within one year

	2022	2021
	£	£
Accruals and deferred income	4,667	4,591

13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				Movement in funds			
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 31 March 2022
	£	£	£	£	£	£	£	£
Social fund	7,424	1,120	(398)	(100)	8,046	-	(1,385)	6,661
Watnall Road fund	10,372	804	(263)	162	11,075	-	(2,264)	8,811
Workshop fund	830	-	-	-	830	-	-	830
Repair fund	28,622	145	-	-	28,767	-	-	28,767
Contingency fund	70,000	-	-	-	70,000	-	-	70,000
Garden fund	1,699	1,336	(643)	-	2,392	4,828	(647)	6,573
	118,947	3,405	(1,304)	62	121,110	4,828	(4,296)	121,642

13 **Designated funds** **(Continued)**

Social fund
To pay for social outings and parties for the Service Users, carers, and everyone.

Watnall Road fund
For the Service Users and staff to pay for outings, meals out, special birthdays (parties) and many other activities tat provide a better quality of service.

Workshop fund
To provide activities in the workshop, such as making bird houses and other craft items.

Repair fund
For any major repairs that occur on the property at 150 Watnall Road.

Contingency fund
Set aside in event of organisation closure, to pay for redundancy and any outstanding debts.

Garden fund
To purchase plants, seeds, compost, hanging baskets and tools required to keep our garden looking good which the Service Users take pride in.

14 Analysis of net assets between funds

	Unrestricted funds 2022	Designated funds 2022	Total 2022	Unrestricted funds 2021	Designated funds 2021	Total 2021
	£	£	£	£	£	£
Fund balances at 31 March 2022 are represented by:						
Tangible assets	3,425	-	3,425	3,096	-	3,096
Current assets/(liabilities)	103,402	121,642	225,044	83,759	121,110	204,869
	106,827	121,642	228,469	86,855	121,110	207,965

15 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022	2021
	£	£
Within one year	9,134	9,134
Between two and five years	19,811	26,811
	28,945	35,945

During 2020, the charity entered into a 5 year lease on a property. The rent was set at £7,000 per annum and is covered by an annual grant from the landlord, Ashfield District Council.

16 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022	2021
	£	£
Aggregate compensation	53,437	53,670

17 Cash generated from operations

	2022	2021
	£	£
Surplus for the year	20,502	6,036
Adjustments for:		
Investment income recognised in statement of financial activities	-	(145)
Depreciation and impairment of tangible fixed assets	1,170	644
Movements in working capital:		
(Increase)/decrease in debtors	(3,741)	3,465
Increase/(decrease) in creditors	76	(10,376)
Cash generated from/(absorbed by) operations	18,007	(376)

18 Analysis of changes in net funds

The charity had no debt during the year.

19 Company Limited By Guarantee

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUCKNALL HOPE LEA PROJECT LIMITED

I report to the trustees on my examination of the financial statements of Hucknall Hope Lea Project Limited (the charity) for the year ended 31 March 2022 which are set out on pages 14 to 27.

Responsibilities and basis of report

As the trustees of the charity (and also 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 ot the charity 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 charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity'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 that in any material respect:

1 accounting records were not kept in respect of the charity 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 ard 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.

Philip Handley FCA

HUCKNALL HOPE LEA PROJECT LTD

England & Wales - Charity number 1069660

Accounts

HUCKNALL HOPE LEA PROJECT LTD

Providing Services For Adults With Learning Disabilities and Their Carers

TRUSTEES ANNUAL REPORT

For the period 1.4.20 to 31.3.21

Company Reg. No. 3321416 Reg. Charity No. 1069660

MISSION STATEMENT

The Hucknall Hope Lea Project is a registered charity and a limited company by guarantee which aims to:

' Improve the quality of life for Adults with a Learning Disability living in or originating from Hucknall And to

. Provide a comprehensive service for Service Users and their Carers.

AIMS AND OBJECTIVES

' To improve the quality of life for each Service User

' To provide a secure base to allow people to develop their self confidence.

- To help each person to be valued and to make a positive contribution to the community.

- To provide sensitive - appropriate and professional support to encourage people to attain their own potential and goals in life.

- To continue to provide the present standard of service to each Service User.

- To give continuing support to Parents and Carers.

AIMS AND OBJECTIVES

The Aims and Objectives of the Residential home and the Supported Living home includes the following:-

To provide people living in the house with an environment, which they regard as their own home and in which they can feel safe and supported, to be accepted as themselves and be accepting of others.

To support and encourage people living in the house to achieve their chosen potential in all aspects of their lives.

To provide a secure base through warmth, understanding and support which will enable people to develop their personality and self-confidence.

To promote independence through acquisition of skills by teaching experience.

To provide opportunity for choice and decision-making, and the sense of responsibility for independent actions.

To provide an environment in which acceptable and evaluated risk taking is part of everyday life.

To develop positive working relationships based on respect, trust and empathy between staff and people living in the houses.

To provide sensitive, appropriate professional support.

To respect people’s rights as individuals and the choice people have to exercise these rights.

To enable people living in the house to be seen by others as a valued and positive contribution to the local and wider community.

To establish and maintain positive working relationships with outside agencies and professional bodies and to use such resources as the need arises.

To provide support for parents, siblings and carers and facilitate their involvement in the lives of people living in the house.

Residential Services	Office and Day Services	Supported Living
11/13 Annesley Road Hucknall Nottingham NG15 7AD	150 Watnall Road Hucknall Nottingham NG15 7NH	20 Herbert Buzzard Court Hankin Street Hucknall Nottingham NG15 7SS
Tel. 0115 9538385	0115 9530825 (office) 0115 9561709 (day services) e.mail hope.lea.proiect@ntlworld.com	0115 9538385

Hope Lea accounts have been examined and a financial statement produced by Cobb Burgin & Co. Chartered Accountants.

Solicitor Sheltons Solicitors

Funded By Nottinghamshire County Council; Adult Social Care, Health And Public Protection

Nottingham Community Housing Association re Annesley road property

Ashfield District Council landlord of 150 Watnall road

Directors

Janet Simpson – Chairperson
Ena Unwin
Norah Hatton
Kim Challand
Jacky Vere

Staff at Watnall road

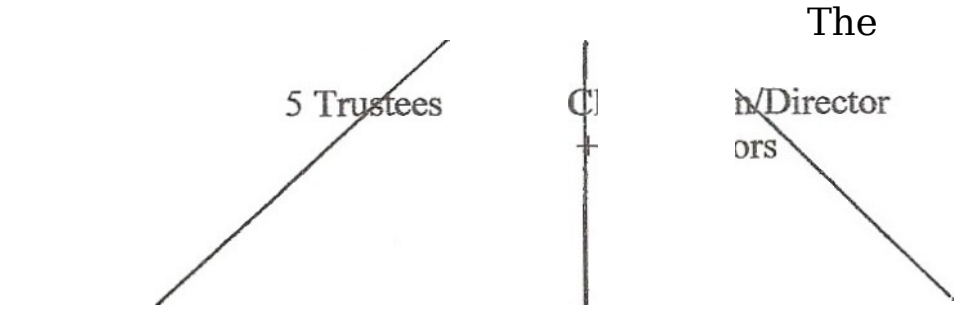
Sharon Saxton	-Office Manager
Sheila Wildgoose	-Day Services Manager
David Allinson	-Support Assistant
Claire Norman	-Support Assistant
Sandra Pietras	-Support Assistant
Jan Lees	- Administrator

Staff at Annesley road and 20 Herbert Buzzard Court

Helen Simpson	-Home Manager
Jayne Leivers	-Support Worker
Marjorie Emson	-Support Worker
Merisa Chambers	-Support Worker
Daniel Knight	-Support Worker
Sarah Wroblewski	-Support Worker
Tracey Jackson	- Support Worker
Brian Simpson	- Support Worker

HUCKNALL HOPE LEA PROJECT LTD

Ocganisational Structure



{Supported Living Services}

7 Support Workers

no voluntary workers

3 Support Assistants

no voluntary workers

The Chairperson is the Line Manager for the Home Manager, the Day Services Manager and the Office Manager.

The Home Manager is the Line Manager for Residential and Supported Living Staff.
The Day Services Manager is the Line Manager for the Day Service staff. The Management Trustees are all Directors and voluntary workers including the Chairperson.31.3.21

THE HUCKNALL HOPE LEA PROJECT LTD

PROVIDING COMPREHENSIVE SERVICES FOR ADULTS WITH LEARNING DISABILITIES AND THEIR CARERS

The project provides Day - Residential and Supported Living Services to Adults with Learning Disabilities and their Carers and has been established since 1984 allowing Service Users to have choice, opportunities, security and importantly personal progress and independence. The project is a charitable company limited by guarantee. Our constitution is set out in the Memorandum and Articles of Association dated the 20th of February 1997.

We have a fully qualified, dedicated and professional staff team throughout the project whose role it is to support the Service Users and Residents.

The Day Services and Head office are based at 150 Watnall road
Hucknall; the house is leased to the Directors/ Trustees from Ashfield District Council. This is on a five year lease which commenced on the I St April 2020 - at a rent charge of E 7,000 per annum. The

charge of the rent will be covered by Ashfield District Council Grant Funding' for the full term of the five year lease: which effectively means there is no charge for the rental of the property. The new lease document and grant funding agreement letter is filed at Head Office.

The Project is a Nottinghamshire County Council accredited service for both Residential and Day Services.

We have four residents living in our residential home at Annesley road in Hucknall. The property is owned by Nottingham Community Housing Association and the Management Committee are the Managing Agents. Our staff also support two

Service Users at 20 Herbert Buzzard Court under the 'Supported Living project'.

Brian Simpson commenced employment in August 2020, he will be

working with two residents at our Supported Living Project providing support over the weekend.

Due to the unprecedented effects of Covid:19 the last year has been a real challenge. The Project has had to overcome many serious obstacles. The Residential home and Supported Living home have remained open throughout with staff and service users following all the Government health and safety guidelines enabling them to keep safe. The Day Service closed for part of the year but still had to provide a support network to the Service Users. This involved producing and delivering

activity packs, regular phone calls with both service users and their carers, and many other duties such as delivering shopping, collecting prescriptions; basically anything to help support the well being and needs of the service users and their families at such a difficult time.

The Directors and Trustees would like to thank the staff throughout the project who have worked tirelessly and professionally whilst adapting to new and often restricting methods of working practices and adhering to new risk assessments and rules to enable the Project to continue.

Fundraising plays a large part in the success of the project as a whole. Unfortunately, we have not been able to undertake any fundraising events during the pandemic. However we are extremely lucky to have received donations from friends of Hope lea and local businesses throughout the year. Our local butcher (Cassidy's and Sons) has a collection box in the shop and also makes extra donations to us on a regular basis. A member of the staff team at Watnall road; Jan Lees, is a well known member of the Hucknall community and dresses as Mrs Claus at Christmas - she raised €600 for our project. A Committee member made and sold face masks through the winter months and donated €412.50. The list goes on which considering the year we have been through is really quite fabulous to know we have such great support from our staff, friends and local community.

The pandemic has meant that we have not been able to participate in any of our usual trips and outings, bowling trips, theatre visits, pub lunches etcfhis has

been a great loss for our Services Users as our fundraising efforts and donations mean we can usually enjoy many social events. We hope things will get back to normal soon so as we can enjoy all the community and social activities that we have been used to.

The Directors and Trustees would like to say Thank you to the people and organisations who made donations and have given regular contributions and support to the project during 2020/21. This money really does make a difference and enables us to enhance the quality of life we provide for our Service Users.

Financial Report

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.

The Trustees/Directors aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment costs are also covered in the plan.

The unrestricted funds finance the day to day running of the

project and the restricted funds are designated to specific use.

The staff team working at our Day Centre had to be put onto the Government Job Retention Scheme for part of this financial year this was the flexible furlough scheme and claims where made for the period 11.1.21 to 9.4.21. This helped enormously with the Watnall Road budget during this period of lockdown.

Covid 19 Grants received from Nottinghamshire County Council and Ashfield District Council have enabled our project to purchase furniture, computer equipment, storage items and teaching equipment which have been necessary to enable us to redesign our Day Services to make it covid secure and usable for the staff and service users so that social distancing and support bubbles can be in place.

We receive a small percentage increase in our funding each year from the local authority which helps towards the increases that have to be met in our budgets for the general running costs, the statutory increases to the national living wage, the increase in the employers pension contribution, and employers national insurance contributions.

Hucknall Hope Lea Proiect Ltd.

Residential Services Annual Report 2020/21

Residential Home: - 11-13, Anneslev Road. Hucknall, Nottingham. NG15 6LP

Supported Living: - 20. Herbert Buzzard Court, Hankin Street, Hucknall, Nottingham. NG15 7SS Report

At time of writing this report there is a lockdown situation due to the Pandemic.

The Residential and Supported Living Services currently employ eight staff, comprising one Home Manager and seven Support Workers.

Hope Lea continues to support the Residential Home on Annesley Road which has four Service Users and the Supported Living Project at Herbert Buzzard Court which has two Service Users.
The Home Manager has all mandatory qualifications required to Manage the Projects and all staff are currently qualified to mandatory level as required for Support Workers.
The training for all staff members this year has been via DVD's sessions where they can work in own time and not have to attend training days which have been cancelled due to the Pandemic.
The staff Supervisions and Annual Appraisals have all been completed.
All Service Users have remained fully involved in the decision making in the house by way of weekly House Meetings.
The Monthly Monitoring visits by Committee Members have been suspended until safe to re commence after Lockdown.
Home Manager has been completing weekly and monthly Quality Assurance checks during this period to maintain quality of care throughout the Lockdown period.
All staff have been trained in the use of PPE and Infection Control and all staff are having weekly PCR tests and two LFD tests per week.
Service Users are tested either weekly or monthly depending on supply of testing kits. We have only had one positive test for a staff member very early in the year and no positive tests for any Service Users.
All staff have worked over and above their role to keep themselves and the Service Users safe from the Virus.
All holidays have been cancelled for this year due to the Pandemic but we have been able to hold over the deposits until we can safely re book the holiday.
Day Centers have remained closed so all service Users have been at home, Day Centre staff have been keeping in contact by socially distanced visits, activity packs and phone calls.
Staff kept the Service Users happy by playing card games, dominoes, jigsaws, skittles and other table top games and also when nice weather having drinks/ice creams and playing ball games in the garden. When some of the Lockdown eased one staff member from Day Service came to Annesley Road twice a week, she did the PCR and LFD tests prior to entering the building, and they set up the craft room in an empty bedroom where they were able to do some baking and arts and crafts which they all enjoyed. As lockdown eased and when given the go ahead by the PM the Service Users had socially distanced and PPE wearing visits with nominated family members at home, all arranged via the Home Manager. Annesley Road's Landlord is Nottingham Community Hosing Association and Herbert Buzzard Court is part of Housing and Care 21 Group.
CQC have not been inspecting during the Pandemic but have kept Manager informed of any information by email and telephone.
The Manager has been completing the daily NHS Capacity Tracker and the NCC Capacity Planner twice a week.
All staff members had their first Vaccination at the end of December 2020 at QMC and all had their second vaccination during March 2021.
All Service Users had their first Vaccination in February 2021 and are booked in for their Second Vaccination in May 2021.

Hucknall Hope Lea Project Ltd — Day Services Report

Hucknall Hope Lea Project Day Services
150 Watnall Road, Hucknall, Notts, NG15 7NH

Hucknall Hope Lea Project Day Services continues to be on the list of accredited Day Service Providers with Nottinghamshire County Council and they conduct their own audit to ensure we are providing a good standard of service for the funding they provide — the last audit was March 2020.

The Day Services currently employs 4 staff— the Day Services Manager and 3 Support Workers. All staff complete mandatory training throughout the year and receive regular supervisions and an annual appraisal with the Day Services Manager. The performance of the Day Services Manager is monitored by the Management Committee. The staff team have a weekly staff meeting to discuss any issues/concerns, to suggest and plan activities for the monthly timetable, to keep in touch and to assess the progress of the Service Users and the service we provide.

We currently have 18 Service Users attending the Day Services and we continue to try and attract new Service Users by promoting and advertising our Day Services.

Each Service User has individual support plans and risk assessments which are reviewed regularly and amended if/when necessary. A person centred approach is in place with all Service Users being involved in the compilation of their own personal plans with the support of the Day Services Manager. All Service Users complete an annual quality assurance questionnaire and they also all have an annual review. Service Users take an active part in monthly housemeetings and are actively involved in the planning of the monthly timetable with their interests, ideas and choices being listened to and accommodated wherever

possible so they are engaged in as many meaningful activities as possible.

We promote independence wherever possible as well as equipping the Service Users with life skills and opportunities to challenge themselves within a safe environment where they can tackle any difficult issues they may experience or require help and support with.

This year has been extremely challenging for both the staff and the Service Users due to the Covid-19 pandemic. The Day Services closed to Service Users from 23 rd March 2020 until 10th August 2020. Whilst the Service Users shielded at home the staff deep cleaned the Day Services and made it Covid secure, set up new safety procedures to comply with the Government's guidelines, secured supplies of PPE and trained how to use it effectively whilst also working tirelessly to support the Service Users and their carers. They provided activity packs with a different theme each week, wrote letters and made phone calls weekly and, whilst delivering the activity packs, carried out wellbeing checks, made socially distanced visits to both the Service User and their carers as well as picking up and delivering shopping.

Not all Service Users returned when we re-opened as they had to shield due to medical conditions so we continued to support them at home as well as providing a day service for those attending the premises.

Circumstances and safety procedures prevented us from carrying out many of our usual activities such as bowling, going on trips, attending coffee mornings and exercise classes at the Leisure Centre but we made the most of our situation and utilised our rooms, garden and local park more.

All of us at the Day Services look forward to restrictions being lifted when we can properly celebrate all our hard

work, our achievements and our success at getting safely through the pandemic together.

Sheila Wildgoose — Day Services Manager

FINANCIAL RISK ANALYSIS STATEMENT

The Directors of the Hope Lea Project Ltd recognise that there are certain major risks to which the Charity could be exposed. Therefore these risks have been identified, reviewed and systems have been established to help mitigate those risks.

The risks identified in the day- to- day activities of the Hope Lea Project Ltd have been assessed and the following procedures put into place.

Financial Risks

Any transactions by cheque must be signed by two authorised cheque signatories. No blank cheques to be signed at any time.

Our procedure for the application and recording of paying invoices online ensures financial security.

Income and expenditure figures produced by the Home Manager at the Residential home are checked and monitored by the Office Manager on a monthly basis.

We aim to maintain good communication and bonds with local fundraisers, local authorities who provide our funding, our accountants and pensions advisor who are able to help with advice and guidance if required.

An adequate amount of funding is kept in reserve.

The Directors must receive regular financial statements and budget figures which are discussed and scrutinized at the Committee Meetings.

The Chairperson to oversee all the yearly budget transactions and check the salaries and online payment of salaries to report back to the Directors.

Adequate insurance cover is obtained.

All other risks that could affect the aims and objectives or the good name of the charity have been identified in the policies

and guidelines and the Staff Handbook of the Hope Lea Project Ltd. These include the policy on Charity Reserves.

Policy statement dated 13th March 2003 Passed by Committee 2nd April 2003 Reviewed 12.3.2007,

Reviewed and updated 6th July 2021

LTD

POLICY ON CHARITY RESERVES

The Directors are held responsible for all finances connected with the project. Therefore it is their policy that there is a need for funding to be kept in reserve for the following reasons:-

In the event of the project closing due to:-

1. Lack of funding
2. Resignation of the Directors
3. Any other suitable reason

There would be a need for funding to clear any monies owing and to pay the appropriate staff salaries. Therefore the Directors have designated the appropriate amount of funding to cover any emergencies that may arise.

If at any time a more urgent need to use the reserves arises then the Directors will reconsider their decision.
This policy will be monitored regularly and reviewed annually by the Directors.

Policy adapted and passed by Committee 8th August 2007
Updated

HUCKNALL HOPE LEA PROJECT

Updated
19.5.14
Updated
1.6.16
Updated
17.6.19 J.S.

LTD

EQUAL OPPORTUNITIES POLICY

The Directors and Trustees of the Hope Lea Project Ltd are committed to being an Equal Opportunities Organisation. The project is committed to promoting equal opportunities and to ensure that a review of its employment policies, procedures and practices is undertaken on a regular basis to ensure all Service Users, Staff and Visitors are treated fairly.

This policy is to ensure that no Service User, Staff or any Visitor receives less favourable treatment than another on the grounds of:-

- Disability
- Sex
- Age
- Race
- Gender reassignment
- Pregnancy and Maternity
- Cultural-Ethnic or National Origin
- Sexual Orientation
- Religion and Belief
- Marriage and Civil Partnerships
- Responsibility Of Dependents

This applies to all Service Users and Staff employed by the project and it is our intention that no person is turned away on the grounds of any of the above. All people will be treated with respect and will not be subjected to discriminatory practices, intimidation or harassment either by other staff or service users. Each voice will be valued.

At present the Hope Lea Project Ltd is unable to provide wheelchair access to all of its buildings. There is a wheelchair access and a downstairs toilet to the building at the Day Services at Watnall road and a stair lift to the bedrooms at Annesley road.

We believe that all Service Users have the right to access services and activities of their choice and as such are supported in their choices.

No Service User will be denied access to the Community in which they live. Each person is supported where choice affects health and safety issues. These are worked through with the person concerned and all parties involved.

All staff employed by the project will be offered the appropriate training and promotion opportunities. Employees who believe that they have

suffered from any form of discrimination or harassment will have their grievance dealt with promptly and confidentially.

The Hucknall Hope Lea Project Ltd follows the:
Code Of Practice of the Race Relations Act 1976.
Disability Discrimination Act 2005
Human Rights 1998. Sex Discrimination 1975
The Commission For Race Equality Code of Practise.
Safeguarding Adults
Mental Capacity Act 2005
Equality Act 2010
Data protection Act 1998
Health and Safety at work Act 1974
Protection from Harassment Act 1997
Civil Partnership Act 2004

It is the policy of the Hope Lea Project Ltd that no relative of any person or participants involved with the project including Service Users will be allowed to take up paid employment with the charity.
J.S. policy March 1995
Updated and reviewed: - 15.5.02J 31.3.05, 15.509, 19.5.14, 13.3.17, 24.10.18

The Trustees/ Directors follow the guidelines as directed by the Charity Commission and S.O.R.P.

The Trustees declare that they have approved the Trustees Report.

Signed on behalf of the charity's Trustees:

Signature ..... J A Simpson .....

Full name ..... JANET SIMPSON .....

Position ..... CHAIRPERSON .....

Date ..... 5/7/21 .....

HUCKNALL HOPE LEA PROJECT LIMITED

Company Registration Number 3321416
Charity Number 1069660

UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

HUCKNALL HOPE LEA PROJECT LIMITED

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

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HUCKNALL HOPE LEA PROJECT LIMITED

OFFICERS AND PROFESSIONAL ADVISERS

Registered office	Hope Lea 150 Watnall Road Hucknall Nottingham NG15 7NH
Independent examiner	N. A. Burgin HSKSG 3rd Floor, Butt Dyke House 33 Park Row Nottingham NG1 6EE
Bankers	Nat West Bank Plc 75 Main Street Bulwell Nottingham NG6 8BQ
Solicitors	Shelton & Co 388 Carlton Hill Carlton Nottingham NG4 1JA
Home Manager	Helen Simpson

The Trustees present their annual directors report and financial statements for the Charity for the year ended 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS102) (effective 1 January 2019).

LEGAL STATUS

Registered charitable company limited by guarantee, incorporated on February 20, 1997 and registered as a Charity on May 21,1998. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

OBJECTIVES AND PUBLIC BENEFIT

The objects of the charity are to improve the quality of life for people with learning disability living in or originating in Hucknall and provide a comprehensive local service for individuals and their parents or carers.
Full details of the activities can be found in the Trustees Annual Report which can be obtained from the registered office.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging.

The following to be inserted under Objectives :-

The Charities purpose as set out in the Companies Memorandum of Association are to :-
Provide services for the benefit of Adults with Learning Disabilities and their Carers and
To fulfil the aim and objectives of the charity by providing a secure locally based service i.e. – Day Services, Residential and Supported Living for adults with learning disabilities and to help each individual to be a valued person in their own right.
Our aims fully demonstrate the purpose the charity was set up to provide.

AIMS

I. To improve the quality of life for each service user.
II. To provide a secure base to allow people to develop their self-confidence.
III. To help each person to be a valued and to make a positive contribution to the community.
IV. To provide sensitive, appropriate and professional support to encourage people to attain their own potential and goals in life.
V. To continue to provide the present standard of service to each service user.
VI. To give continuing support and advice to parents and carers.

REVIEW OF ACTIVITIES AND PERFORMANCE

The Day Services and Head office are based at 150 Watnall Road Hucknall; the house is leased to the Directors/ Trustees from Ashfield District Council. This is on a five-year lease which commenced on the 1st April 2020 - at a rent charge of £7,000 per annum. The charge of the rent will be covered by Ashfield District Council Grant Funding' for the full term of the five-year lease: which effectively means there is no charge for the rental of the property. The new lease document and grant funding agreement letter is filed at Head Office.

The Project is a Nottinghamshire County Council accredited service for both Residential and Day Services.

We have four residents living in our residential home at Annesley Road in Hucknall. The property is owned by Nottingham Community Housing Association and the Management Committee are the Managing Agents. Our staff also support two Service Users at 20 Herbert Buzzard Court under the 'Supported Living project'.

Brian Simpson commenced employment in August 2020, he will be working with two residents at our Supported Living Project providing support over the weekend.

Due to the unprecedented effects of Covid:19 the last year has been a real challenge. The Project has had to overcome many serious obstacles. The Residential home and Supported Living home have remained open throughout with staff and service users following all the Government health and safety guidelines enabling them to keep safe. The Day Service closed for part of the year but still had to provide a support network to the Service Users. This involved producing and delivering activity packs, regular phone calls with both service users and their careers, and many other duties such as delivering shopping, collecting prescriptions; basically, anything to help support the wellbeing and needs of the service users and their families at such a difficult time.

The Directors and Trustees would like to thank the staff throughout the project who have worked tirelessly and professionally whilst adapting to new and often restricting methods of working practices and adhering to new risk assessments and rules to enable the Project to continue.

Fundraising plays a large part in the success of the project as a whole. Unfortunately, we have not been able to undertake any fundraising events during the pandemic. However, we are extremely lucky to have received donations from friends of Hope lea and local businesses throughout the year. Our local butcher (Cassidy's and Sons) has a collection box in the shop and also makes extra donations to us on a regular basis. A member of the staff team at Watnall Road; Jan Lees, is a well-known member of the Hucknall community and dresses as Mrs Claus at Christmas - she raised £600 for our project. A Committee member made and sold face masks through the winter months and donated £412.50. The list goes on which considering the year we have been through is really quite fabulous to know we have such great support from our staff, friends and local community

The pandemic has meant that we have not been able to participate in any of our usual trips and outings, bowling trips, theatre visits, pub lunches ethics has been a great loss for our Services Users as our fundraising efforts and donations mean we can usually enjoy many social events. We hope things will get back to normal soon so as we can enjoy all the community and social activities that we have been used to.

The Directors and Trustees would like to say Thank you to the people and organisations who made donations and have given regular contributions and support to the project during 2020/21. This money really does make a difference and enables us to enhance the quality of life we provide for our Service Users.

RISK REVIEW

The Management Committee has conducted its own review of the major risks to which the charity is exposed, and systems have been established to mitigate those risks.

FINANCIAL REVIEW

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated

There has been a shortfall in the Day Services budget for the 19/20 financial year – we are still down on the number of Service Users attending the Day Service even though we have seen an increase in attendees throughout the year.

We receive a small percentage increases we receive in our funding each year from the local authority which helps towards the increases that have to be met in our budgets for the general running costs, the statutory increases to the national living wage, the increase in the employers pension contribution, and employers national insurance contributions.

The charity made a surplus of £6,035 for the year.

All our donations and funding can be viewed at the office base. Any donation received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.

RESERVES POLICY

The Directors aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment casts are also covered in the plan.

The unrestricted funds help to finance the day to day running and the activities of the project and the restricted funds are designated to specific activities and needs of the Service Users.

At 31 March 2021 the charity had free reserves of £79,887 equivalent to 4 months running costs.

In addition to free reserves there were designated reserves of £121,110 at the year end. Of these designated reserves £28,767 has been set aside for building and repair costs, this is also to cover potential dilapidations cost for when the current property lease expires in 2021. A further £70,000 is a designated contingency fund to cover closure costs which would include redundancies and continuation of services until residents can he re-housed.

The balance of £22,343 relates to donations from the public set aside for outings and activities for services users and residents.

FUTURE PLANS

Due to the spread of COVID:19 it was decided that the Day Service had to close to Service Users with effect from 23 Monday 2021. The residential care home to remain open with staff carrying out their duty of care to the residents at Annesley Road and Herbert Buzzard Court following all health and safety guidelines issued by the Government.

THE TRUSTEES

The Trustees who served the charity during the year were as follows:

Mrs E D.Unwin
Mrs J Vere
Mrs J Simpson
Mrs N Hatton
Mrs K Challand

Trustees, who are also directors of the company, are appointed by a member vote at a board meeting. These persons shall be admitted as members, following the approval of the trustees and shall continue to be members of Hucknall Hope Lea Project Limited until they resign.

KEY MANAGEMENT PERSONAL

Home Manager	Helen Simpson
Office Manager	Sharon Saxton
Team Leader	Shelia Wildgoose

RESPONSIBILITIES OF THE TRUSTEES

The charity trustees (who are also directors of Hucknall Hope Lea Project Limited for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing the financial statements the trustees are required to :

- select suitable accounting policies and then apply them consistently ;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

INDEPENDENT EXAMINER

Mr N.A. Burgin of HSKSG was appointed as Independent Examiner during the year.

SMALL COMPANY PROVISIONS

The report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered Office:
Hope Lea
committee
150 Watnall Road
Hucknall
Nottingham
NG15 7NH

Signed by order of the
members of the

Mrs J Simpson - Trustee

Approved by the members of the committee on 13/10/2021

INDEPENDENT EXAMINERS' REPORT HUCKNALL HOPE LEA PROJECT LIMITED

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 8 to 19.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts 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 your company's accounts as carried out under 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

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 that in any material aspect:

1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2 the accounts do not accord with those records; or
3 the accounts 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 accounts 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 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 accounts to be reached.

Signed

N Burgin Nik A. Burgin

Date 14/12/2021

HSKSG
3rd Floor
Butt Dyke House
33 Park Row
Nottingham
NG1 6EE

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Designated Funds £	Total £	2020 Total £
INCOME					
Donations and legacies	**3**	18,813	3,260	**22,073**	9,279
Charitable Activities	**4**	251,316	-	**251,316**	231,090
Investment Income	**5**	-	145	**145**	-
Total Incoming Resources		270,129	3,405	**273,534**	240,369
Expenditure					
Charitable Activities	**6**	266,195	1,304	**267,499**	250,977
Total Expenditure		266,195	1,304	**267,499**	250,977
Net Incoming/ (Expenditure)		3,934	2,101	**6,035**	(10,608)
Transfer between funds		(62)	62	**-**	-
Net Movements in Funds		3,872	2,163	**6,035**	(10,608)
Reconciliation of funds					
Total Funds Brought Forward		82,983	118,947	**201,930**	212,538
Total Funds Carried Forward		86,855	121,110	**207,965**	201,930

The charitable company has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charitable company are classed as continuing.

HUCKNALL HOPE LEA PROJECT LIMITED (COMPANY NO – 3321416)

BALANCE SHEET YEAR ENDED 31 MARCH 2021

	Note	£	2021 £	£	2020 £
Fixed Assets					
Tangible assets	9		**3,096**		2,024
Current Assets					
Debtors	10	**3,049**			6,514
Cash at bank and in hand		**206,411**			208,359
		209,460			214,873
Liabilities					
Creditors falling due within one year	11	**4,591**			14,967
Net Current Assets			**204,869**		199,906
Total Assets Less Current Liabilities			**207,965**		201,930
The funds of the charity					
Unrestricted funds			**86,855**		82,983
Designated funds	12		**121,110**		118,947
			207,965		201,930

The trustees are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees of the charity acknowledge their responsibilities for:

i) ensuring that the charitable company keeps proper accounting records which comply with sections 386 of the Act, and

ii) preparing accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its surplus or deficiency for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the FRS 102. Financial Reporting Standard 102.

These financial statements were approved and signed by the members of the committee on 13/10/2021

Mrs J Simpson - Trustee

Mrs E D Unwin - Trustee

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF CASH FLOWS YEAR ENDED 31 MARCH 2021

	Notes	2021 £	2020 £
Cash provided by/(used in) operating activities	1	**(376)**	(13,900)
Cash flows from investing activities			
Interest income		**145**	-
Capital expenditure	2	**(1,717)**	(1,268)
Cash used in investing activities		**(1,717)**	(1,268)
Increase/(decrease) in cash and cash equivalents		**(1,948)**	(15,168)
Cash and cash equivalents at 1 April 2020		**(208,359)**	(223,527)
Total cash and cash equivalents at 31 March 2021		**206,411**	208,359

The notes on pages 11 to 19 form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE STATEMENT OF CASH FLOWS YEAR ENDED 31 MARCH 2021

1. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FROM OPERATING ACTIVITIES

	2021	2020
	£	£
Net income/(expenditure) for the year before interest received and paid	**5,891**	(10,608)
Depreciation charges	**644**	646
Decrease/(Increase) in debtors	**3,465**	(2,121)
(Decrease)/Increase in creditors	**(10,376)**	(1,817)
Net cash outflow from operating activities	**(376)**	(13,900)

2. ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED IN THE CASH FLOW STATEMENT

	2021	2020
	£	£
Capital expenditure		
Purchase of tangible fixed assets	**(1,717)**	(1,268)
Sale of tangible fixed assets	**-**	-
Net cash outflow for capital expenditure	**(1,717)**	(1,268)

3. ANALYSIS OF CHANGES IN NET FUNDS

	1 April 2020	Cash flow	**31 March 2021**
	£	**£**	**£**
Net cash			
Cash at bank and in hand	208,359	1,948	**206,411**

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

1. STATUTORY INFORMATION

Hucknall Hope Lea Project Limited is a private company, limited by guarantee, registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member. The company's registered number and registered office can be found on the company information page.

2. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared 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 January 2020) (Charities SORP (FRS 102)) and Companies Act 2006.

Hucknall Hope Lea Project Limited meets the definition of a public benefit under FRS 102.

Assets and liabilities are initially recognised at historical cost.

The financial statements are prepared on a going concern basis as there are no material uncertainties about the charities ability to continue.

Income recognition and policies

Items of income are recognised and included in the accounts when all the following criteria are met.

- the charity have entitlement to the funds
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity.
- there is sufficient certainty that the receipt of the income is considered probable, and
- the amount can be measured reliably.
  For legacies, entitlement is taken as the earlier of.
- the date on which the charity is aware that the probate has been granted
- the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made ; or

Receipt of legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified the charity, or the charity is aware the granting of probate, and the criteria for income recognition have not been met, then the legacy is a treated as a contingent asset and disclosed if material.

For interest receivable.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable at the bank.

Fixed Assets
Fixed assets are included in the balance sheet at costs less accumulated depreciation. Depreciation is calculated so as to write off the costs of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Property improvements	- 20% on cost
Office equipment	- 20% on cost
Fixtures and fittings	- 20% on cost

Expenditure and Irrecoverable VAT
Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- expenditure on charitable activities included the cost of services to women and other educational activities undertaken to further the purposes of the charity and their associated support costs; and
- other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Furnishings are written off as the expenditure is incurred.
Expenditure on equipment and fixtures above £500 is capitalised.

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.

Cash at bank and in hand
Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions
Creditors and provisions are recognised where the charity had 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Fund Accounting
General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes of the financial statements.

Pensions
The company operates a defined contributions pensions scheme. Contributions are charged to the Income and Expenditure account as they become payable.

3. INCOME FROM DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	**6,179**	9,279
Grant income	**15,894**	-
	22,073	9,279

4. INCOME FROM CHARITABLE ACTIVITIES

	2021	2020
	£	£
Grants - Nottinghamshire County Council	**110,449**	107,451
Property management fees and Housing benefit	**140,867**	123,639
	251,316	231,090

5. INVESTMENT INCOME
All of the charity's investment income arises from money held in interest bearing deposit accounts.

6. EXPENDITURE ON CHARITABLE ACTIVITIES

	General Fund £	Designated Funds £	Total £	2020 Total £
Professional fees	436		**436**	547
Equipment hire	3,013		**3,013**	3,026
NICHA – management fee	15,516		**15,516**	15,468
Salaries and NIC	200,131		**200,131**	180,020
Rates/water	1,529		**1,529**	1,469
Heat and light	7,059		**7,059**	7,995
Repairs and maintenance	5,362	643	**6,005**	8,091
Training	696		**696**	591
Travel	271		**271**	696
Furnishings and appliances	1,062		**1,062**	395
Telephone	3,099		**3,099**	2,920
Postage and stationery	2,049		**2,049**	2,415
Insurance	3,657		**3,657**	3,509
Printing	457		**457**	350
Depreciation	644		**644**	646
House-keeping and cleaning	10,017		**10,017**	12,965
Teaching materials	471		**471**	529
TV licences	315		**315**	309
Registration	1,001		**1,001**	1,366
Sundry	-		**-**	100
Social Fund expenses	-	398	**398**	894
Holidays and outings	-	263	**263**	4,397
Bank charges	-		**-**	4
Governance costs (7)	2,410		**2,410**	2,275
Rent	7,000		**7,000**	-
	266,195	1,304	**267,499**	250,977

7. GOVERNANCE COSTS

	2021	2020
	£	£
Independent examiners remuneration	2,250	2,094
Trustees expenses	160	181
	2,410	2,275

Trustees expenses reimbursed were in respect of travel costs and telephone costs and these were reimbursed to four trustees.

No remuneration was paid to the trustees.

8. TOTAL RESOURCES EXPENDED

The aggregate payroll costs were:	2021	2020
	£	£
Wages and salaries	188,780	170,247
Social security costs	6,112	5,145
Pension	5,239	4,628
	200,131	180,020

The average number of staff employed by the Charitable Company was 14 (2020:13).

No employee earned in excess of £60,000 is NIL (2020: nil).

Total key management personnel compensation for the year amounted to £53,670.

9. TANGIBLE FIXED ASSETS

	Property Improvements £	Equipment £	Fixtures & fittings £	Total £
COST				
At 1 April 2020	24,271	8,653	14,961	47,885
Additions			1,717	1,717
Disposals				
At 31 March 2021	**24,271**	8,653	16,678	**49,602**
DEPRECIATION				
At 1 April 2020	24,269	8,199	13,394	45,862
Charge for the year	1	166	477	644
Disposals				
At 31 March 2021	**24,270**	**8,365**	**13,871**	**46,506**
NET BOOK VALUE				
At 31 March 2021	**1**	**288**	**2,807**	**3,096**
At 31 March 2020	2	454	1,568	2,024

10. DEBTORS

	2021 £	2020 £
Prepayments	**220**	250
Other debtor	**2,829**	6,264
	3,049	6,514

11. CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Accruals	**4,591**	4,643
Other Creditors	**-**	10,324
	4,591	14,967

12. DESIGNATED FUNDS

	Opening Balance	Designated Income	Designated expenditure	Transfers	Closing balance
	£	£	£	£	£
Social fund	7,424	1,120	(398)	(100)	**8,046**
Watnall Road fund	10,372	804	(263)	162	**11,075**
Workshop fund	830	-	-	-	**830**
Repair fund	28,622	145	-	-	**28,767**
Contingency fund	70,000	-	-	-	**70,000**
Garden fund	1,699	1,336	(643)	-	**2,392**
	118,947	3,405	(1,304)	62	**121,110**

DESIGNATED FUNDS

Social fund

To pay for social outings and parties for the Service Users, careers and everyone.

Watnall Road fund

For the Service Users and staff to pay for outings, meals out, special birthdays (Party) and many other activities that provide a better quality of service.

Workshop fund

To provide activities in the workshop ie: making bird houses and other craft items.

Repair fund

For any major repairs that occur on the property at 150 Watnall Road.

Contingency fund

Set aside in event of organisation closure, to pay for redundancy and any outstanding debts.

Garden fund

To purchase plants, seeds, compost, hanging baskets and tools required to keep our garden looking good which the Service Users take a pride in.

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Other net assets	Total funds
	£	£	£
Unrestricted funds	3,096	83,759	86,855
Designated funds	-	121,110	121,110
	3,096	**204,869**	**207,965**

14. COMMITMENTS UNDER OPERATING LEASES

The following lease payments are committed to be paid

	Equipment lease	
	2021	2020
	£	£
Expiring		
Within one year	**9,134**	10,030
Between 2 and 5 years	**26,811**	35,639
Over 5 years	**-**	306

During 2020 the charity entered into a 5 year lease on a property. The rent was set at £7,000 per annum and is covered by an annual grant from the landlord Ashfield District Council.

15. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

HUCKNALL HOPE LEA PROJECT LIMITED

MANAGEMENT INFORMATION
YEAR ENDED 31 MARCH 2021

The following pages do not form part of the statutory financial statements

HUCKNALL HOPE LEA PROJECT LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2021

		2021		2020
INCOME	£	£	£	£
Grant income		**15,894**		-
Donations and fundraising		**6,179**		9,280
Nottinghamshire County Council		**110,449**		107,451
Property management fee		**140,867**		123,638
Bank interest receivable		**145**		-
TOTAL INCOME		**273,534**		240,369
OPERATING COSTS				
Equipment hire	**3,013**		3,026	
Rent	**22,516**		15,468	
Wages and salaries	**200,131**		180,020	
Rates and water	**1,529**		1,469	
Light and heat	**7,059**		7,995	
Insurance	**3,657**		3,509	
Repairs and maintenance	**6,005**		8,091	
Training	**696**		591	
Travel	**271**		696	
Furnishings	**1,062**		395	
Telephone	**3,099**		2,920	
Postage and stationery	**2,049**		2,415	
Printing	**457**		350	
House keeping	**10,017**		12,965	
Teaching materials	**471**		529	
TV licenses	**315**		309	
Registration	**1,001**		1,366	
Sundry	**-**		100	
Professional fees	**436**		547	
Social fund expenses	**398**		894	
Holidays and outings	**263**		4,397	
Depreciation of fixed assets	**644**		646	
Bank charges	**-**		4	
		265,089		248,702
GOVERNACE COSTS				
Accountancy fees	**2,250**		2,094	
Trustees expenses	**160**		181	
		2,410		2,275
TOTAL EXPENDITURE		**267,499**		250,977
NET INCOMING RESOURCES FOR THE YEAR		**6,035**		(10,608)

HUCKNALL HOPE LEA PROJECT LIMITED

Company Registration Number 3321416
Charity Number 1069660

UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

HUCKNALL HOPE LEA PROJECT LIMITED

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

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The following page does not form part of the financial statements

Detailed Statement of financial activities	**21**

HUCKNALL HOPE LEA PROJECT LIMITED

OFFICERS AND PROFESSIONAL ADVISERS

Registered office	Hope Lea 150 Watnall Road Hucknall Nottingham NG15 7NH
Independent examiner	N. A. Burgin HSKSG 3rd Floor, Butt Dyke House 33 Park Row Nottingham NG1 6EE
Bankers	Nat West Bank Plc 75 Main Street Bulwell Nottingham NG6 8BQ
Solicitors	Shelton & Co 388 Carlton Hill Carlton Nottingham NG4 1JA
Home Manager	Helen Simpson

The Trustees present their annual directors report and financial statements for the Charity for the year ended 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS102) (effective 1 January 2019).

LEGAL STATUS

Registered charitable company limited by guarantee, incorporated on February 20, 1997 and registered as a Charity on May 21,1998. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

OBJECTIVES AND PUBLIC BENEFIT

The objects of the charity are to improve the quality of life for people with learning disability living in or originating in Hucknall and provide a comprehensive local service for individuals and their parents or carers.
Full details of the activities can be found in the Trustees Annual Report which can be obtained from the registered office.

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging.

The following to be inserted under Objectives :-

The Charities purpose as set out in the Companies Memorandum of Association are to :-
Provide services for the benefit of Adults with Learning Disabilities and their Carers and
To fulfil the aim and objectives of the charity by providing a secure locally based service i.e. – Day Services, Residential and Supported Living for adults with learning disabilities and to help each individual to be a valued person in their own right.
Our aims fully demonstrate the purpose the charity was set up to provide.

AIMS

I. To improve the quality of life for each service user.
II. To provide a secure base to allow people to develop their self-confidence.
III. To help each person to be a valued and to make a positive contribution to the community.
IV. To provide sensitive, appropriate and professional support to encourage people to attain their own potential and goals in life.
V. To continue to provide the present standard of service to each service user.
VI. To give continuing support and advice to parents and carers.

REVIEW OF ACTIVITIES AND PERFORMANCE

The Day Services and Head office are based at 150 Watnall Road Hucknall; the house is leased to the Directors/ Trustees from Ashfield District Council. This is on a five-year lease which commenced on the 1st April 2020 - at a rent charge of £7,000 per annum. The charge of the rent will be covered by Ashfield District Council Grant Funding' for the full term of the five-year lease: which effectively means there is no charge for the rental of the property. The new lease document and grant funding agreement letter is filed at Head Office.

The Project is a Nottinghamshire County Council accredited service for both Residential and Day Services.

We have four residents living in our residential home at Annesley Road in Hucknall. The property is owned by Nottingham Community Housing Association and the Management Committee are the Managing Agents. Our staff also support two Service Users at 20 Herbert Buzzard Court under the 'Supported Living project'.

Brian Simpson commenced employment in August 2020, he will be working with two residents at our Supported Living Project providing support over the weekend.

Due to the unprecedented effects of Covid:19 the last year has been a real challenge. The Project has had to overcome many serious obstacles. The Residential home and Supported Living home have remained open throughout with staff and service users following all the Government health and safety guidelines enabling them to keep safe. The Day Service closed for part of the year but still had to provide a support network to the Service Users. This involved producing and delivering activity packs, regular phone calls with both service users and their careers, and many other duties such as delivering shopping, collecting prescriptions; basically, anything to help support the wellbeing and needs of the service users and their families at such a difficult time.

The Directors and Trustees would like to thank the staff throughout the project who have worked tirelessly and professionally whilst adapting to new and often restricting methods of working practices and adhering to new risk assessments and rules to enable the Project to continue.

Fundraising plays a large part in the success of the project as a whole. Unfortunately, we have not been able to undertake any fundraising events during the pandemic. However, we are extremely lucky to have received donations from friends of Hope lea and local businesses throughout the year. Our local butcher (Cassidy's and Sons) has a collection box in the shop and also makes extra donations to us on a regular basis. A member of the staff team at Watnall Road; Jan Lees, is a well-known member of the Hucknall community and dresses as Mrs Claus at Christmas - she raised £600 for our project. A Committee member made and sold face masks through the winter months and donated £412.50. The list goes on which considering the year we have been through is really quite fabulous to know we have such great support from our staff, friends and local community

The pandemic has meant that we have not been able to participate in any of our usual trips and outings, bowling trips, theatre visits, pub lunches ethics has been a great loss for our Services Users as our fundraising efforts and donations mean we can usually enjoy many social events. We hope things will get back to normal soon so as we can enjoy all the community and social activities that we have been used to.

The Directors and Trustees would like to say Thank you to the people and organisations who made donations and have given regular contributions and support to the project during 2020/21. This money really does make a difference and enables us to enhance the quality of life we provide for our Service Users.

RISK REVIEW

The Management Committee has conducted its own review of the major risks to which the charity is exposed, and systems have been established to mitigate those risks.

FINANCIAL REVIEW

Our principal source of funding for both Day and Residential services is from Nottinghamshire County Council.

All our donations and funding are recorded and can be viewed at the office base. Any donations received are strictly earmarked and tied to the purpose of the donation unless otherwise stated

There has been a shortfall in the Day Services budget for the 19/20 financial year – we are still down on the number of Service Users attending the Day Service even though we have seen an increase in attendees throughout the year.

We receive a small percentage increases we receive in our funding each year from the local authority which helps towards the increases that have to be met in our budgets for the general running costs, the statutory increases to the national living wage, the increase in the employers pension contribution, and employers national insurance contributions.

The charity made a surplus of £6,035 for the year.

All our donations and funding can be viewed at the office base. Any donation received are strictly earmarked and tied to the purpose of the donation unless otherwise stated.

RESERVES POLICY

The Directors aim to keep the reserves at a level sufficient to cover at least three months of the years planned spending and to cover any emergency that should arise. Redundancy payment casts are also covered in the plan.

The unrestricted funds help to finance the day to day running and the activities of the project and the restricted funds are designated to specific activities and needs of the Service Users.

At 31 March 2021 the charity had free reserves of £79,887 equivalent to 4 months running costs.

In addition to free reserves there were designated reserves of £121,110 at the year end. Of these designated reserves £28,767 has been set aside for building and repair costs, this is also to cover potential dilapidations cost for when the current property lease expires in 2021. A further £70,000 is a designated contingency fund to cover closure costs which would include redundancies and continuation of services until residents can he re-housed.

The balance of £22,343 relates to donations from the public set aside for outings and activities for services users and residents.

FUTURE PLANS

Due to the spread of COVID:19 it was decided that the Day Service had to close to Service Users with effect from 23 Monday 2021. The residential care home to remain open with staff carrying out their duty of care to the residents at Annesley Road and Herbert Buzzard Court following all health and safety guidelines issued by the Government.

THE TRUSTEES

The Trustees who served the charity during the year were as follows:

Mrs E D.Unwin
Mrs J Vere
Mrs J Simpson
Mrs N Hatton
Mrs K Challand

Trustees, who are also directors of the company, are appointed by a member vote at a board meeting. These persons shall be admitted as members, following the approval of the trustees and shall continue to be members of Hucknall Hope Lea Project Limited until they resign.

KEY MANAGEMENT PERSONAL

Home Manager	Helen Simpson
Office Manager	Sharon Saxton
Team Leader	Shelia Wildgoose

RESPONSIBILITIES OF THE TRUSTEES

The charity trustees (who are also directors of Hucknall Hope Lea Project Limited for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing the financial statements the trustees are required to :

- select suitable accounting policies and then apply them consistently ;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

INDEPENDENT EXAMINER

Mr N.A. Burgin of HSKSG was appointed as Independent Examiner during the year.

SMALL COMPANY PROVISIONS

The report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered Office:
Hope Lea
committee
150 Watnall Road
Hucknall
Nottingham
NG15 7NH

Signed by order of the
members of the

Mrs J Simpson - Trustee

Approved by the members of the committee on 13/10/2021

INDEPENDENT EXAMINERS' REPORT HUCKNALL HOPE LEA PROJECT LIMITED

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 8 to 19.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts 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 your company's accounts as carried out under 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

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 that in any material aspect:

1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2 the accounts do not accord with those records; or
3 the accounts 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 accounts 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 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 accounts to be reached.

Signed

N Burgin Nik A. Burgin

Date 14/12/2021

HSKSG
3rd Floor
Butt Dyke House
33 Park Row
Nottingham
NG1 6EE

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT) YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Designated Funds £	Total £	2020 Total £
INCOME					
Donations and legacies	**3**	18,813	3,260	**22,073**	9,279
Charitable Activities	**4**	251,316	-	**251,316**	231,090
Investment Income	**5**	-	145	**145**	-
Total Incoming Resources		270,129	3,405	**273,534**	240,369
Expenditure					
Charitable Activities	**6**	266,195	1,304	**267,499**	250,977
Total Expenditure		266,195	1,304	**267,499**	250,977
Net Incoming/ (Expenditure)		3,934	2,101	**6,035**	(10,608)
Transfer between funds		(62)	62	**-**	-
Net Movements in Funds		3,872	2,163	**6,035**	(10,608)
Reconciliation of funds					
Total Funds Brought Forward		82,983	118,947	**201,930**	212,538
Total Funds Carried Forward		86,855	121,110	**207,965**	201,930

The charitable company has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charitable company are classed as continuing.

HUCKNALL HOPE LEA PROJECT LIMITED (COMPANY NO – 3321416)

BALANCE SHEET YEAR ENDED 31 MARCH 2021

	Note	£	2021 £	£	2020 £
Fixed Assets					
Tangible assets	9		**3,096**		2,024
Current Assets					
Debtors	10	**3,049**			6,514
Cash at bank and in hand		**206,411**			208,359
		209,460			214,873
Liabilities					
Creditors falling due within one year	11	**4,591**			14,967
Net Current Assets			**204,869**		199,906
Total Assets Less Current Liabilities			**207,965**		201,930
The funds of the charity					
Unrestricted funds			**86,855**		82,983
Designated funds	12		**121,110**		118,947
			207,965		201,930

The trustees are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees of the charity acknowledge their responsibilities for:

i) ensuring that the charitable company keeps proper accounting records which comply with sections 386 of the Act, and

ii) preparing accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its surplus or deficiency for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the FRS 102. Financial Reporting Standard 102.

These financial statements were approved and signed by the members of the committee on 13/10/2021

Mrs J Simpson - Trustee

Mrs E D Unwin - Trustee

HUCKNALL HOPE LEA PROJECT LIMITED

STATEMENT OF CASH FLOWS YEAR ENDED 31 MARCH 2021

	Notes	2021 £	2020 £
Cash provided by/(used in) operating activities	1	**(376)**	(13,900)
Cash flows from investing activities			
Interest income		**145**	-
Capital expenditure	2	**(1,717)**	(1,268)
Cash used in investing activities		**(1,717)**	(1,268)
Increase/(decrease) in cash and cash equivalents		**(1,948)**	(15,168)
Cash and cash equivalents at 1 April 2020		**(208,359)**	(223,527)
Total cash and cash equivalents at 31 March 2021		**206,411**	208,359

The notes on pages 11 to 19 form part of these financial statements

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE STATEMENT OF CASH FLOWS YEAR ENDED 31 MARCH 2021

1. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FROM OPERATING ACTIVITIES

	2021	2020
	£	£
Net income/(expenditure) for the year before interest received and paid	**5,891**	(10,608)
Depreciation charges	**644**	646
Decrease/(Increase) in debtors	**3,465**	(2,121)
(Decrease)/Increase in creditors	**(10,376)**	(1,817)
Net cash outflow from operating activities	**(376)**	(13,900)

2. ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED IN THE CASH FLOW STATEMENT

	2021	2020
	£	£
Capital expenditure		
Purchase of tangible fixed assets	**(1,717)**	(1,268)
Sale of tangible fixed assets	**-**	-
Net cash outflow for capital expenditure	**(1,717)**	(1,268)

3. ANALYSIS OF CHANGES IN NET FUNDS

	1 April 2020	Cash flow	**31 March 2021**
	£	**£**	**£**
Net cash			
Cash at bank and in hand	208,359	1,948	**206,411**

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

1. STATUTORY INFORMATION

Hucknall Hope Lea Project Limited is a private company, limited by guarantee, registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member. The company's registered number and registered office can be found on the company information page.

2. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared 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 January 2020) (Charities SORP (FRS 102)) and Companies Act 2006.

Hucknall Hope Lea Project Limited meets the definition of a public benefit under FRS 102.

Assets and liabilities are initially recognised at historical cost.

The financial statements are prepared on a going concern basis as there are no material uncertainties about the charities ability to continue.

Income recognition and policies

Items of income are recognised and included in the accounts when all the following criteria are met.

- the charity have entitlement to the funds
- any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity.
- there is sufficient certainty that the receipt of the income is considered probable, and
- the amount can be measured reliably.
  For legacies, entitlement is taken as the earlier of.
- the date on which the charity is aware that the probate has been granted
- the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made ; or

Receipt of legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified the charity, or the charity is aware the granting of probate, and the criteria for income recognition have not been met, then the legacy is a treated as a contingent asset and disclosed if material.

For interest receivable.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable at the bank.

Fixed Assets
Fixed assets are included in the balance sheet at costs less accumulated depreciation. Depreciation is calculated so as to write off the costs of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Property improvements	- 20% on cost
Office equipment	- 20% on cost
Fixtures and fittings	- 20% on cost

Expenditure and Irrecoverable VAT
Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- expenditure on charitable activities included the cost of services to women and other educational activities undertaken to further the purposes of the charity and their associated support costs; and
- other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Furnishings are written off as the expenditure is incurred.
Expenditure on equipment and fixtures above £500 is capitalised.

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.

Cash at bank and in hand
Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions
Creditors and provisions are recognised where the charity had 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Fund Accounting
General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes of the financial statements.

Pensions
The company operates a defined contributions pensions scheme. Contributions are charged to the Income and Expenditure account as they become payable.

3. INCOME FROM DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	**6,179**	9,279
Grant income	**15,894**	-
	22,073	9,279

4. INCOME FROM CHARITABLE ACTIVITIES

	2021	2020
	£	£
Grants - Nottinghamshire County Council	**110,449**	107,451
Property management fees and Housing benefit	**140,867**	123,639
	251,316	231,090

5. INVESTMENT INCOME
All of the charity's investment income arises from money held in interest bearing deposit accounts.

6. EXPENDITURE ON CHARITABLE ACTIVITIES

	General Fund £	Designated Funds £	Total £	2020 Total £
Professional fees	436		**436**	547
Equipment hire	3,013		**3,013**	3,026
NICHA – management fee	15,516		**15,516**	15,468
Salaries and NIC	200,131		**200,131**	180,020
Rates/water	1,529		**1,529**	1,469
Heat and light	7,059		**7,059**	7,995
Repairs and maintenance	5,362	643	**6,005**	8,091
Training	696		**696**	591
Travel	271		**271**	696
Furnishings and appliances	1,062		**1,062**	395
Telephone	3,099		**3,099**	2,920
Postage and stationery	2,049		**2,049**	2,415
Insurance	3,657		**3,657**	3,509
Printing	457		**457**	350
Depreciation	644		**644**	646
House-keeping and cleaning	10,017		**10,017**	12,965
Teaching materials	471		**471**	529
TV licences	315		**315**	309
Registration	1,001		**1,001**	1,366
Sundry	-		**-**	100
Social Fund expenses	-	398	**398**	894
Holidays and outings	-	263	**263**	4,397
Bank charges	-		**-**	4
Governance costs (7)	2,410		**2,410**	2,275
Rent	7,000		**7,000**	-
	266,195	1,304	**267,499**	250,977

7. GOVERNANCE COSTS

	2021	2020
	£	£
Independent examiners remuneration	2,250	2,094
Trustees expenses	160	181
	2,410	2,275

Trustees expenses reimbursed were in respect of travel costs and telephone costs and these were reimbursed to four trustees.

No remuneration was paid to the trustees.

8. TOTAL RESOURCES EXPENDED

The aggregate payroll costs were:	2021	2020
	£	£
Wages and salaries	188,780	170,247
Social security costs	6,112	5,145
Pension	5,239	4,628
	200,131	180,020

The average number of staff employed by the Charitable Company was 14 (2020:13).

No employee earned in excess of £60,000 is NIL (2020: nil).

Total key management personnel compensation for the year amounted to £53,670.

9. TANGIBLE FIXED ASSETS

	Property Improvements £	Equipment £	Fixtures & fittings £	Total £
COST				
At 1 April 2020	24,271	8,653	14,961	47,885
Additions			1,717	1,717
Disposals				
At 31 March 2021	**24,271**	8,653	16,678	**49,602**
DEPRECIATION				
At 1 April 2020	24,269	8,199	13,394	45,862
Charge for the year	1	166	477	644
Disposals				
At 31 March 2021	**24,270**	**8,365**	**13,871**	**46,506**
NET BOOK VALUE				
At 31 March 2021	**1**	**288**	**2,807**	**3,096**
At 31 March 2020	2	454	1,568	2,024

10. DEBTORS

	2021 £	2020 £
Prepayments	**220**	250
Other debtor	**2,829**	6,264
	3,049	6,514

11. CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Accruals	**4,591**	4,643
Other Creditors	**-**	10,324
	4,591	14,967

12. DESIGNATED FUNDS

	Opening Balance	Designated Income	Designated expenditure	Transfers	Closing balance
	£	£	£	£	£
Social fund	7,424	1,120	(398)	(100)	**8,046**
Watnall Road fund	10,372	804	(263)	162	**11,075**
Workshop fund	830	-	-	-	**830**
Repair fund	28,622	145	-	-	**28,767**
Contingency fund	70,000	-	-	-	**70,000**
Garden fund	1,699	1,336	(643)	-	**2,392**
	118,947	3,405	(1,304)	62	**121,110**

DESIGNATED FUNDS

Social fund

To pay for social outings and parties for the Service Users, careers and everyone.

Watnall Road fund

For the Service Users and staff to pay for outings, meals out, special birthdays (Party) and many other activities that provide a better quality of service.

Workshop fund

To provide activities in the workshop ie: making bird houses and other craft items.

Repair fund

For any major repairs that occur on the property at 150 Watnall Road.

Contingency fund

Set aside in event of organisation closure, to pay for redundancy and any outstanding debts.

Garden fund

To purchase plants, seeds, compost, hanging baskets and tools required to keep our garden looking good which the Service Users take a pride in.

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Other net assets	Total funds
	£	£	£
Unrestricted funds	3,096	83,759	86,855
Designated funds	-	121,110	121,110
	3,096	**204,869**	**207,965**

14. COMMITMENTS UNDER OPERATING LEASES

The following lease payments are committed to be paid

	Equipment lease	
	2021	2020
	£	£
Expiring		
Within one year	**9,134**	10,030
Between 2 and 5 years	**26,811**	35,639
Over 5 years	**-**	306

During 2020 the charity entered into a 5 year lease on a property. The rent was set at £7,000 per annum and is covered by an annual grant from the landlord Ashfield District Council.

15. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

HUCKNALL HOPE LEA PROJECT LIMITED

MANAGEMENT INFORMATION
YEAR ENDED 31 MARCH 2021

The following pages do not form part of the statutory financial statements

HUCKNALL HOPE LEA PROJECT LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2021

		2021		2020
INCOME	£	£	£	£
Grant income		**15,894**		-
Donations and fundraising		**6,179**		9,280
Nottinghamshire County Council		**110,449**		107,451
Property management fee		**140,867**		123,638
Bank interest receivable		**145**		-
TOTAL INCOME		**273,534**		240,369
OPERATING COSTS				
Equipment hire	**3,013**		3,026	
Rent	**22,516**		15,468	
Wages and salaries	**200,131**		180,020	
Rates and water	**1,529**		1,469	
Light and heat	**7,059**		7,995	
Insurance	**3,657**		3,509	
Repairs and maintenance	**6,005**		8,091	
Training	**696**		591	
Travel	**271**		696	
Furnishings	**1,062**		395	
Telephone	**3,099**		2,920	
Postage and stationery	**2,049**		2,415	
Printing	**457**		350	
House keeping	**10,017**		12,965	
Teaching materials	**471**		529	
TV licenses	**315**		309	
Registration	**1,001**		1,366	
Sundry	**-**		100	
Professional fees	**436**		547	
Social fund expenses	**398**		894	
Holidays and outings	**263**		4,397	
Depreciation of fixed assets	**644**		646	
Bank charges	**-**		4	
		265,089		248,702
GOVERNACE COSTS				
Accountancy fees	**2,250**		2,094	
Trustees expenses	**160**		181	
		2,410		2,275
TOTAL EXPENDITURE		**267,499**		250,977
NET INCOMING RESOURCES FOR THE YEAR		**6,035**		(10,608)