

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	150 Watnall Road	20 Herbert Buzzard Court
Hucknall	Hucknall	Hankin Street
Nottingham	Nottingham	Hucknall
NG15 7AD	NG15 7NH	Nottingham
		NG15 7SS

Tel. 0115 9538385	0115 9530825 (office) 0115 9561709 (day services)	0115 9538385
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e.mail
office@hopelea.co.uk

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 -Day Services

Wildgoose 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 -Support
Chambers Worker

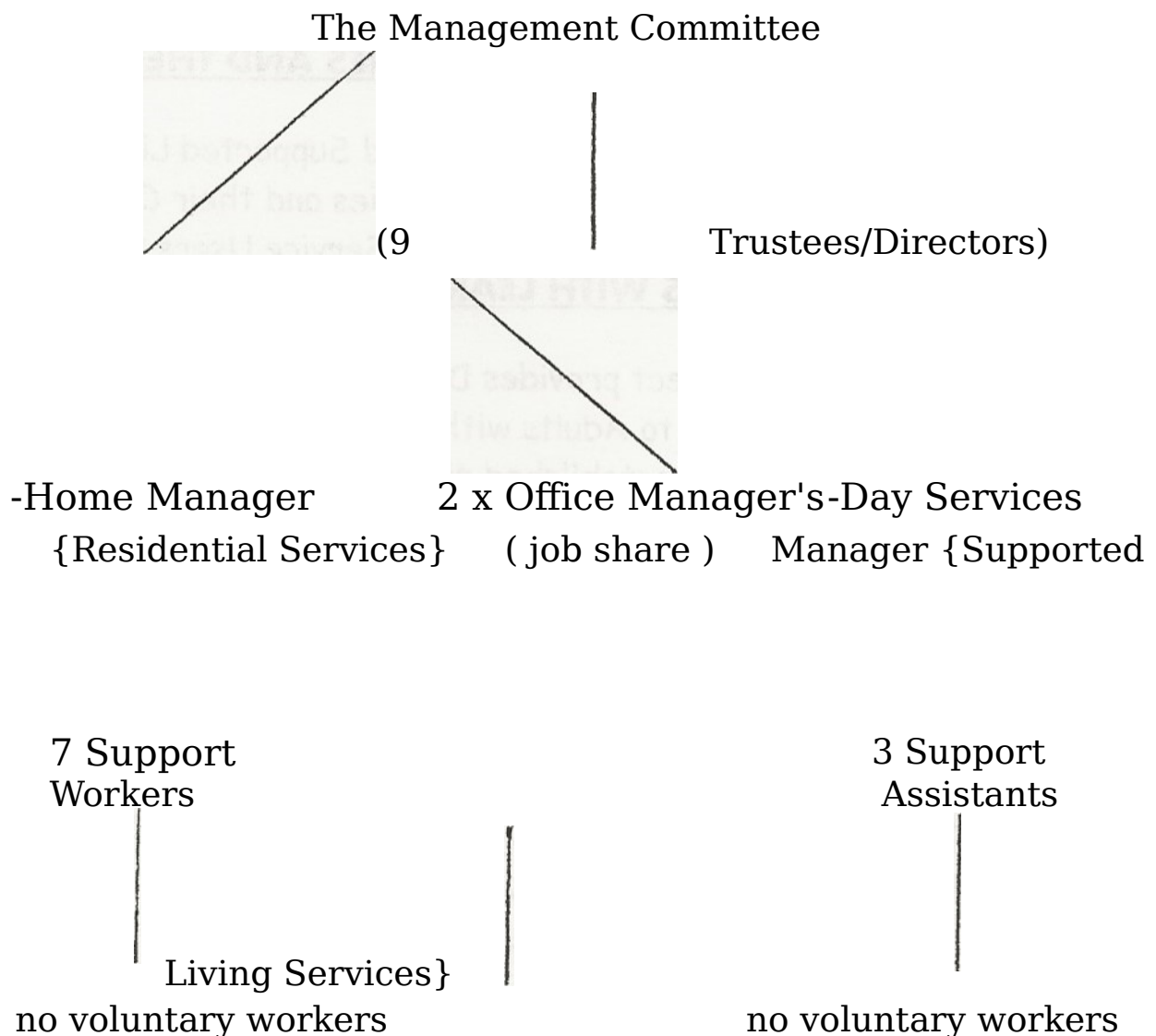
Daniel Knight -Support
Worker

Sarah -Support

Wroblewski	Worker
Brian Simpson	- Support Worker
Pittaya Marriott	- Support Worker

HUCKNALL HOPE LEA PROJECT LTD

Organisational Structure



The Chairperson is the Line Manager for the Home 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/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 5.1.22 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 AI 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

HUCKNALL HOPE LEA PROJECT
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

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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
- Sex
- Age
- Race
- Gender reassignment
- Pregnancy and Maternity
- Sexual Orientation
- Religion and Belief
- Marriage and Civil Partnerships
- Responsibility Of Dependents
- Cultural-Ethnic or National Origin

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.

HUCKNALL HOPE LEA PROJECT LIMITED

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.
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- 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.
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- 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.

HUCKNALL HOPE LEA PROJECT LIMITED

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.

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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'.

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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.

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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

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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, NG15 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 AI 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.

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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

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Hucknall Hope Lea Project Limited

Day 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.

HUCKNALL HOPE LEA PROJECT LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2022**

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.

HUCKNALL HOPE LEA PROJECT LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2022**

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.

HUCKNALL HOPE LEA PROJECT LIMITED

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)

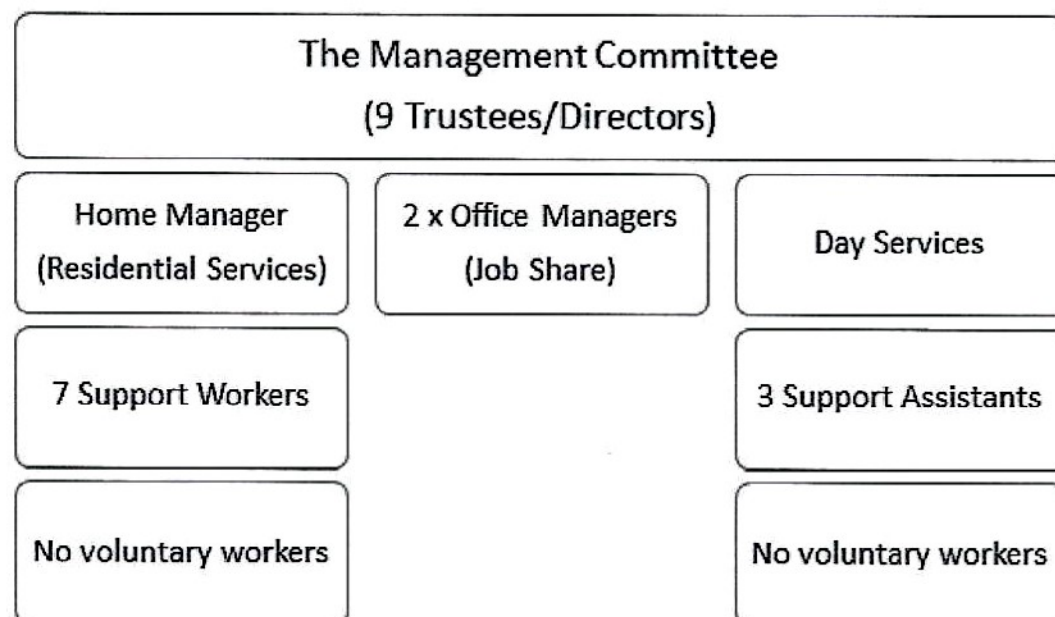
Trustees, who are also directors of the company, are appointed by a member vote at a board meeting. These persons shall be admitted as members, following the approval of the trustees and shall continue to be members of Hucknall Hope Lea Project Limited until they resign.

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.

HUCKNALL HOPE LEA PROJECT LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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

HUCKNALL HOPE LEA PROJECT LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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.

HUCKNALL HOPE LEA PROJECT LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

The trustees' report was approved by the Board of Trustees.



Kim Challand - Chairperson
Trustee

Date: 

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.



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 Dec 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

		Unrestricted funds general 2022 £	Unrestricted funds designated 2022 £	Total 2022 £	Total 2021 £
	Notes				
<u>Income from:</u>					
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		<u>280,278</u>	<u>4,828</u>	<u>285,106</u>	<u>273,534</u>
<u>Expenditure on:</u>					
Charitable activities	6	<u>260,306</u>	<u>4,296</u>	<u>264,602</u>	<u>267,499</u>
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		<u>106,827</u>	<u>121,642</u>	<u>228,469</u>	<u>207,965</u>

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

		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Total 2021 £
	Notes			
<u>Income from:</u>				
Donations and legacies	3	18,813	3,260	22,073
Charitable activities	4	251,316	-	251,316
Investments	5	-	145	145
Total income		<u>270,129</u>	<u>3,405</u>	<u>273,534</u>
<u>Expenditure on:</u>				
Charitable activities	6	<u>266,195</u>	<u>1,304</u>	<u>267,499</u>
Gross transfers between funds		(62)	62	-
Net income for the year/ Net movement in funds		<u>3,872</u>	<u>2,163</u>	<u>6,035</u>
Fund balances at 1 April 2020		<u>82,983</u>	<u>118,947</u>	<u>201,930</u>
Fund balances at 31 March 2021		<u><u>86,855</u></u>	<u><u>121,110</u></u>	<u><u>207,965</u></u>

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					
<u>Unrestricted funds</u>					
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


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			<u>222,921</u>		<u>206,411</u>

HUCKNALL HOPE LEA PROJECT LIMITED

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.

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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.

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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
	<u>12,616</u>	<u>4,828</u>	<u>17,444</u>	<u>18,813</u>	<u>3,260</u>	<u>22,073</u>

4 Charitable activities

	Care services 2022 £	Care services 2021 £
Services provided under contract	<u>267,662</u>	<u>251,316</u>

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

5 Investments

	Total	Unrestricted funds designated
	2022	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

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

7 Support costs

	Support costs £	Governance costs £	2022 £	2021 £
Accountancy	-	2,293	2,293	2,250
Trustees expenses	-	210	210	160
	<u>-</u>	<u>2,503</u>	<u>2,503</u>	<u>2,410</u>
Analysed between Charitable activities	-	2,503	2,503	2,410
	<u>-</u>	<u>2,503</u>	<u>2,503</u>	<u>2,410</u>

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
	<u>14</u>	<u>14</u>
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
	<u>195,262</u>	<u>200,131</u>

There were no employees whose annual remuneration was more than £60,000.

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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

HUCKNALL HOPE LEA PROJECT LIMITED
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

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:

	Balance at 1 April 2020 £	Movement in funds			Transfers £	Movement in funds			Balance at 1 April 2021 £	Movement in funds			Balance at 31 March 2022 £
		Incoming resources £	Resources expended £			Incoming resources £	Resources expended £			Incoming resources £	Resources expended £		
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)		-	4,828	(647)		2,392				6,573
	<u>118,947</u>	<u>3,405</u>	<u>(1,304)</u>		<u>62</u>	<u>4,828</u>	<u>(4,296)</u>		<u>121,110</u>	<u>4,828</u>	<u>(4,296)</u>		<u>121,642</u>

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

13 Designated 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.

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.

(Continued)

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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
	<u>106,827</u>	<u>121,642</u>	<u>228,469</u>	<u>86,855</u>	<u>121,110</u>	<u>207,965</u>

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
	<u>28,945</u>	<u>35,945</u>

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	<u>53,437</u>	<u>53,670</u>

HUCKNALL HOPE LEA PROJECT LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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 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.



Philip Handley FCA