

LISTER STEPS LIMITED

**ANNUAL REPORT &
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST JULY 2021**

Company No. 04028768
Charity Registration No. 1083268

CONTENTS

	Page
Trustees' Annual Report	2
Statement of Trustees' Responsibilities	12
Independent Examiners Report	13
Statement of Financial Activities	14
Balance Sheet	15
Statement of Cash Flows	16
Notes forming part of the Financial Statements	17

The trustees are pleased to present their annual report for the year ended 31st July 2021.

The financial statements comply with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1st January 2019).

OBJECTIVES AND ACTIVITIES

Our aim is to be the spark that makes Tuebrook a better place to live and work, by creating positive impacts that are felt by locals, businesses and others beyond our boundaries. We will do this by:

- making connections
- making introductions
- making the community stronger
- make Tuebrook appealing
- making noise
- making ripples

Speaking out on subjects and issues that Lister steps are passionate about - disadvantaged and/or unrepresented parts of society and the local community, or those who are unheard or ignored by authority.

Making Noise- Effect the community at large; links to other organisations, networking, conduit for cooperation, pride in the locality. Speaking out on subjects and issues that Lister steps are passionate about disadvantaged and/or unrepresented parts of society and the local community, or those who are unheard or ignored by authority.

Making Ripples- Effect the community at large; links to other organisations, networking, conduit for cooperation, pride in the locality

Public benefit

The Trustees are aware of the Charity Commission's guidance on public benefit and have fully complied with their duty in regard to this guidance when exercising their powers and duties.

In shaping our future strategy the Trustees pay particular regard to ways in which they further enhance our benefits to the public. The Trustees are aware that Lister Steps provide wider benefits to our service users in terms of the education we provide our children, the support we give our families and the opportunities we give to Volunteers, Students and Apprentices.

In addition to the childcare services, we offer: an affordable base for other charitable organisations; have acted as advocates on behalf of marginalised individuals; and provided training and employment opportunities for hundreds of local people. Skills development and accredited training for our staff and volunteers enables us to give the children in our care the best possible start in life.

Our Community Engagement Manager has delivered a limited range of activities and events throughout the year due to the ongoing impact of Covid. Further details can be found in the relevant sections of this report.

The opening of the Old Library and the relocation of Lister Steps in October 2020 has provided our community with a beautiful indoor and outdoor venue for local people to do new activities, enjoy great affordable food in the community café and make new friends.

At the start of the reporting period in August 2020, as covid restrictions were lifted, our childcare had just re-opened and the children were welcomed back and settled in well. Occupancies, however in Nursery and Playscheme were low. The flexible furlough scheme enabled the tight management of staff deployment, allocating shifts fairly across the childcare team, and increasing hours as the need demanded. The placing of Liverpool in Tier Three by the government in October 2020 meant that the community activities and events planned at the Old Library were put on hold but our childcare service remained open. During the lockdown period from January to Easter 2021 the Nursery staff and children were placed in 'bubbles'. This meant that, although some of the staff developed Covid, we were able to avoid complete closure of the service.

After Easter, in April 2021 Covid restrictions were lifted and our childcare occupancies increased significantly. In financial terms the impact of the Coronavirus has been that we have become a year behind with the Business Plan due to the fact that essential income from planned events at the Old Library could not take place. The cancellation of a wedding for example was bitter disappointment and had a big impact on our financial projections for the year.

Education

Our intent is to support our children to enable them to achieve their full potential academically, economically and to become happy, socially confident and able to keep themselves safe. In our work with young children our biggest contribution is to give them the skills to learn, to understand how to behave in a learning setting, how to listen, take turns, and to share and express their feelings. We do this in ways that comply with the Early Years Foundation Stage requirements and are fun and enjoyable for the children.

We are able to integrate children with additional learning needs and work alongside other professionals such as Educational Psychologists and Speech and Language Therapists to develop individual plans to support the child's development. We are often first to notice that something may be wrong if developmental milestones are not being met and are well placed to lead Early Help interventions and have the trust of families to do so.

We have developed an excellent reputation for our work with children who have special educational needs. Lister Steps is regarded as a valued resource by professionals. Our SENDCO (Special Educational Needs Co-Ordinator) supports families who have children with special needs and supervises our specially trained childcare practitioners who provide 1 to 1 care to children with special needs.

Families

Lister Steps provides free childcare to families in crisis or when there is a change in circumstances with the potential to harm the well-being of the child. During the reporting period we have supported families where serious illness, housing, domestic violence, residency status and crime have affected the main care giver. During the reporting period we supported 17 children on child protection or Care plans.

Case Study

The following case study provides an example of the wide range of support that Lister Steps can deliver to children and families in need. During the reporting period our SENDCO (Special Educational Needs and Disabilities Co-Ordinator) supported a single parent family with four children. X, a three year old child with multiple additional needs attended the Nursery full time. The SENDCO assessed that an Early Help Assessment Tool (EHAT) was required to ensure that X received all the support to meet his needs.

This involved liaison, co-ordination and joint working with a range of professionals. The EHAT was reviewed on a three monthly basis to ensure that agreed targets were being met.

X received one to one support from one of our childcare practitioners in the Nursery. A physiotherapist visited each week to advise and support the childcare practitioner who would provide the physio treatment that X needed on a daily basis. A Speech and Language Therapist visited the Nursery at regular intervals to advise on different techniques to encourage speech and improved feeding. An Occupational Therapist visited the Nursery to advise on appropriate seating and equipment for X. Specialist training for our childcare practitioners was arranged, which gave them new strategies to support X and to ensure that he received optimum care. During this period the SENDCO provided support to mum in many practical ways. Mum struggled with her reading and sometimes felt overwhelmed with the bureaucracy associated with getting the appropriate community support for X. The SENDCO helped mum to complete forms to apply for Disability Living Allowance. She helped the mum access orthopaedic services for footwear, wheelchair services and other medical appointments for X. She created a diary for mum to help her keep on top of her appointments. She researched and found a suitable training course for parents which would help mum to understand her son's needs and give her knowledge and confidence to support him.

It was apparent that X required an Early Help Care Plan (EHCP) for when he was in school. The SENDCO completed part of the application and assisted mum to complete her part. She provided Mum with information about the schools in the area that could provide specialist provision for X, supported her to arrange visits to the schools, and gave her information about the options for special transport to school. She worked in partnership with mum to set realistic targets for X to achieve for the next year, and these were written into the EHCP.

During the time that X was in our care, mum was experiencing other social problems. There were issues regarding her other children who had problems at home and at school. The SENDCO offered parental advice and made contact with the children's school, with mum's consent to see if the school could provide support for the family. Mum had a number of housing problems. There was a lot of antisocial behaviour in the area. In addition the house was not suitable for wheelchair access. The SENDCO assisted mum in her application for re-housing and sought supporting statements from the other professionals involved in X's care. She also made a request to the Housing Department for a family support worker.

The transition from our Nursery to school for X was well planned and went ahead smoothly. The SENDCO provided a profile of the child to ensure that the school had all the current information about X including his likes and dislikes, and all relevant documents were transferred to the school.

Volunteers

Lister Steps are registered with Volunteer Liverpool and welcome volunteers into all facets of our work. We welcome volunteers of all abilities to work with our children and value the input people with different life experiences can give. We find that volunteers with specialist skills can complement our work. Our volunteers have made useful contributions to Lister Steps in various strands of the organisation ranging from childcare to governance, research, social media management, administration, and horticulture and ground maintenance.

Volunteers often come from the most marginalised sections of society and we are able to support their developing personal skills, confidence and self-esteem. It has become apparent that visitors to The Old Library get involved in numerous different activities and a few have gone on from participating to volunteering and supporting our team.

Our community engagement work funded through the National Lottery Heritage Fund has enabled us to extend the range of volunteering opportunities available to members of our community.

The Impact of the pandemic meant that many planned activities could not take place in the Old Library. We had planned an official opening of the Old Library in November. This became a virtual event on 25 November and took the form of films showing the renovation work and a full virtual tour of the building for the community. This coincided with the birthday of Andrew Carnegie. The virtual Opening was a great success and over 100 people attended the on line event. The Community Engagement Manager, working reduced hours continued to arrange events and activities on line. One of our volunteers is a local historian. She presented a talk and discussion titled 'Social evil' in Victorian Liverpool. This event was very popular.

Health and Well-being

Lister Steps networks extensively with other statutory and voluntary agencies across the Liverpool City Region to ensure that we have a portfolio of up to date and relevant support structure for our children and their families. We work very closely with local Health Visitors, Speech and Language Therapists, Educational Psychologists and SENIS to ensure children receive the specialist intervention they may need. We are also able to sign-post our parents and staff for advice on finance, budgeting, debt management, mental health, counselling etc.

Our new catering team were only initially allowed to offer a takeaway service for community members due to the pandemic. They took advantage of established delivery networks to publicise and promote the food we had available. We continued to provide healthy, balanced meals for the children attending our childcare settings, and we continued to educate and involve them in menu planning and balanced diets and health. The provisions we receive from Fare share has enabled us to expand the variety of food we offer to the children. When we have spare food, we make donations to our families and local community thus supporting the on-going fight against food poverty. Since we have relocated to the Old Library the venue is used by local groups to provide a number of health and wellbeing activities such as yoga, wellbeing classes and belly dancing. One of our rooms for rent is occupied by a practitioner who provides therapy and counselling. Narcotics Anonymous use the building for their meetings once a week.

During the lockdown, Trustees and CEO were aware of the need to support and keep in touch with our staff team and families. The following measures were introduced:

- The Board decided to meet on a fortnightly basis. The trustees would have forward planning meetings, focussing on important aspects of the business to ensure that we were pro-active in our responsibilities in these challenging times. Our agenda's included cash flow, risk register, staff morale and welfare, health and safety and salary review. Full Board Meetings continued once a month.
- Staff continued to use the Lister Steps WhatsApp group to facilitate staff mutual support and facilitate ongoing communication during the lockdown period.
- CEO provided individual support to those staff who were vulnerable due to their health or family difficulties.
- Feedback to the trustees from the CEO on the work being undertaken and wellbeing of those staff working from home.

Community Cohesion

We value all of our children and families. We promote mutual respect and are inclusive. At Lister Steps we want children to be independent learners so that they can make their own choices and build and develop strong relationships and friendships with lots of people. Our services promote the fundamental values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs. These values are reinforced regularly and in the following ways:

- i. Democracy
 - Sharing ideas and experience
 - Children plan their own activities
 - Sharing resources
 - Parents and children input to our development plan
- ii. Mutual Respect
 - We understand that all children are different and they all develop at different rates with different needs
 - We work hard to build relationships with all of our families
 - We celebrate special occasions that are important to our families and the wider world
 - We promote images of both men and women, and boys and girls.
 - Children with additional needs will be supported by staff, will be protected from discrimination, and will be given the same opportunities to learn and to reach their full potential
- iii. Individual Liberty
 - Children can choose their own activities.
 - Children can choose whether to work/play inside or outside.
 - Children can choose what they would like to eat from a selection offered
 - We celebrate children's individual interests and incorporate them in to planning
- iv. The Rule of Law
 - We expect all children to follow our classroom rules with support where required
 - Children understand why we need to have classroom rules – to keep us safe and make things fair and equitable
 - Our policies and procedures make sure we are consistent and have clear expectations that all are aware of
- v. Tolerance to those of different faiths and beliefs
 - We promote respect and tolerance for peoples, faith, cultures and languages
 - We have positive images reflecting diversity
 - We have toys and resources that children can identify with
 - We ensure we offer children exposure to a wide range of cultures - celebrating festivals, tasting foods, being part of the wider community

Prior to the placement of Liverpool into Tier Three in October 2020, the Community Engagement Manager was able to deliver the following activities: Knit and Natter group, Art Group, Yoga and belly dancing.

Between October 2020 and April 2021 most of the community activities and events could not take place due to the Covid restrictions. Narcotics Anonymous continued in the Old Library as the government allowed activities promoting health and welfare to carry on. Our Community Engagement Manager then worked on line continuing our community support.

The virtual Opening of the Old Library was a great success. The café continued to provide a takeaway service. In January some of the activities started up again- Yoga and belly dancing, and discussions to offer courses from Newsham Adult learning centre were planned to be run from the Old Library. A further lockdown began in February 2021 and the café and activities ceased until April 2021. The on-line event 'Social Evil in Victorian Liverpool' took place on 24 March 2021 and was well attended.

COVID 19

The Coronavirus Pandemic has had a major impact on the charity. The Board of Trustees and the CEO faced the challenges of ensuring the financial sustainability of the organisation, saving staff jobs, managing the completion of the restoration project of the Old Library and the relocation of Lister Steps to our new home. Measures to mitigate the immediate and longer term impact of the pandemic included careful management of the cash flow, further use of the government job retention scheme, successful funding applications and the continued payments of the Nursery Education Grants from Liverpool City Council.

ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR

Performance

Lister Steps is registered with OFSTED to provide 96 childcare places each day. The places are delivered through our Nursery and "Out of School" Club settings. We also provide play schemes during the school holidays for local children to help working parents and give children opportunities to play safely and learn new skills and hobbies.

Lister Steps offers school and college placements, internships and apprentices to local young people who wish to further their career working children and families. During the Accounting Period staff continued to benefit from access to an on-line training academy Noodle Now to support their continued professional development.

During the accounting period our new SAGE IT system, Website and Branding in the Old Library was launched. Bread Media created the designs. Their close work with the Senior Management Team ensured the quality experience families and our community can expect from Lister Steps. Work on social media promoted Lister Steps and kept the local community informed and supported. Feedback regarding the new website was very positive and described as 'Outstanding' by many followers. Please see www.tol.org.uk

Unfortunately our annual Staff Development Day was cancelled due to covid restrictions.

Throughout the accounting period the trustees worked closely with the CEO and Finance Manager to assess and manage risks and to make priorities. The trustees were particularly concerned about staff welfare and morale during this difficult period. A review of staff structure and salaries was undertaken. A new structure was introduced which involves the payment of a premium attached to those childcare roles which require specialist skills and responsibilities. Our acting Childcare Manager was promoted to the position of Childcare Manager. The previous Childcare Manager returned to full time work after a long period of sick leave, and in May 2021 took on a new role as Family Link Worker, which involves direct work children and families facing very difficult situations. This work has many benefits in terms of learning, development and well-being, strengthening parental involvement and preparation for school.

The work load of the Board of Trustees has been significantly higher during the period of the pandemic than previous years. This has been essential in order to maintain the sustainability of the Business. Board Meetings were held mainly via zoom conference calls.

In addition the Board was represented at regular Project Management Meetings to oversee the renovation of the Old Library.

The dedication and commitment of the whole staff team pulling together enabled us to maintain our high standards of childcare.

In November 2020 we welcomed two new students on work placements and appointed a House Keeper for the Old Library. In April 2021 a new chef was appointed to join the catering team. The Heritage Maintenance Manager left in May 2021 and Edward Doran replaced him in June 2021.

Our CEO Gaynor Williams was interviewed on Radio Merseyside in December 2020 to talk about the handover of The Old Library to Lister Steps.

Achievements

A major achievement of Lister Steps has been the continued survival of the business during the second year of the pandemic. Our CEO and Finance Manager worked very hard on reduced hours to manage the cash-flow and staff hours to avoid staff financial hardship and redundancies. The kind of emergency funding which was available during the previous year of the Coronavirus pandemic was no longer available to Lister Steps. Nevertheless we were successful in a number of funding bids. These included £3,600 from the NLHF, £19,500 from the Post Code Neighbourhood Trust, £996 PPE grant from Torus and £5,000 B from Q Foundation for outdoor play items for our children to enjoy.

The completion of the Old Library Renovation Project and the relocation of Lister Steps to the Old Library is regarded by the Trustees as a fantastic achievement. It is the culmination of complex project work and negotiation following the Heritage Lottery Fund approval to fully fund the refurbishment of the Old Library, and to support a five year programme of activities designed to generate community cohesion, develop skills, encourage entrepreneurship, educate and bring enjoyment to the people of Tuebrook /Stoneycroft and the surrounding area, and of course as Lister Step's new home.

The capital works contract awarded to HHS Smith & Sons Ltd started on site on 01/04/19. The works were due to be completed on site on 31/07/2020 and the new facilities were planned to be operational from 01/09/2020. However as the restoration project progressed, it became apparent that the building fabric was in a significantly worse condition than was first anticipated. This resulted in delays and a considerable increase in the costs. Our contractors, HH Smith continued to work during the lockdown, however further delays occurred due to difficulties in sourcing materials and in subcontracting work. We continued to work very closely with the project team and with officers from Liverpool City Council to ensure that the work was delivered to our original high standard. The refurbishment works were not completed without some serious problems, not least the extensive rot that was discovered in the roof and associated timbers – without the support of Liverpool City Council the completion of project would have been seriously delayed.

The completion of the Old Library was also delayed due to the pandemic. In October 2020 we received the partial handover of the building. Two tenants moved into the rented accommodation in the Old Library and the café opened. Hot desk packages were booked. Building work continued in the basement which had become flooded after heavy rain. Liverpool City Council agreed to have the area tanked to protect our mechanical and electrical installations.

LISTER STEPS LIMITED
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31ST JULY 2021

In November the Liverpool City Council Building Controller finally signed off the building to Lister Steps. Inevitably there continued to be work undertaken from a snagging list, but the Old Library was up and running in November 2020. In February 2021 the original bust of Andrew Carnegie which had been removed from the Library at the time of closure in December 2006, was located, cleaned and returned to its place of honour in the foyer of the Old Library.

In November the new childcare registration for Old Library was approved by Ofsted and on 23 November Lister Step's Childcare relocated to the Old Library. Images of our setting can be found on our website www.tol.org.uk. The children, parents and staff were delighted with the new childcare facility. Occupancies in the childcare steadily grew with the lifting of covid restrictions and by April 2021 occupancies reached 82.6%- the highest we have ever achieved.

The summer play-scheme was fully booked. As a result we needed to recruit new staff. The children settled in well and loved the out- door space. The Helter Skelter slide attached to the side of the building proved to be a great attraction.

Environmental Health inspected and awarded Lister Steps 5 stars. The Quality Insurance Officer visited and moved our RAG rating from Amber to Green.

Lister Steps is extremely grateful to the following individuals, trusts and organisations for their financial support during the accounting period:

- B and Q Foundation
- Postcode Neighbourhood Trust
- Sport England This Girl Can
- Heritage Lottery Fund
- Social Investment Business
- Torus Foundation

FINANCIAL REVIEW

Total income in the year was £564,149 (2020: £452,763) of which £192,877 (2020: £119,380), related to funding for projects upon which restrictions are placed.

Total expenditure in the year was £583,090 (2020: £475,055), leaving a deficit for the year of £18,941 (2020: Deficit £22,292 before prior year adjustment).

At 31st July 2021 the charitable company's reserves stood at £105,042 (2020: £123,983) of which £176,081 (2020: £160,067) represented restricted funds.

Risk management

The Trustees are responsible for risk management. The Company Secretary is the childcare nominated person and ensures compliance with OFSTED as the regulatory body.

The Board as a whole take responsibility for risk management and ensure that agreed actions comply with the risk management policy. Policies and procedures are reviewed annually.

Reserves Policy

It is the boards intention to perform a detailed review of the reserves policy to meet future needs of the business over the forthcoming years. The aim is to build up unrestricted reserves to cover at least 3 months' running costs & redundancy provision.

The charity requires £99,806 for three months' running costs and £79,704 for redundancy costs. Total £179,510

As per are business plan, Lister Steps is hoping to hold a number of events/weddings etc in their building- this will ensure unrestricted reserves increase to cover redundancy policy etc.

There will also be additional income (new income) from the cafe which is also to increase unrestricted reserves.

The trustees consider the charity to be a going concern due to availability of loan draw-downs from SIB and £58,000 contingency of £58,000 still being available, a grant application has also been submitted for Social Enterprise Support Fund (funds are to go towards salaries for CEO and finance manager) and are very hopefully that this would be agreed and finalized in the next month.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable company limited by guarantee, incorporated on 7th July 2000 and registered as a charity on 7th July 2000. The Governing Instruments under which the charitable company operates comprise the Memorandum and Articles of Association together with the policies made from time to time by the trustees. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

The Board of Trustees aims to recruit new Trustees with a range of relevant skills and experience. Recruitment is initiated through online advertising using various platforms and sites and also Volunteer Liverpool and the Liverpool Chamber of Commerce. Prospective applicants are interviewed by the Chair of the Board of Trustees and the Board/Company Secretary. Trustees are required to undergo Disclosure and Barring Service background checks and to register with OFSTED. Election for positions on the Board takes place at the AGM or at Trustee Board meetings throughout the year.

Trustee structure

The Board of Trustees aims to recruit new Trustees with range of relevant skills and experience. Recruitment is initiated through online advertising using various platforms and sites and also Volunteer Liverpool and the Liverpool Chamber of Commerce. Prospective applicants are interviewed by the Chair of the Board of Trustees and the Board/Company Secretary. Trustees are required to undergo Disclosure and Barring Service background checks and to register with OFSTED.

Communications with the Team

Lister Steps is a value led organisation and this is reflected across our communications with the full staff team including volunteers, students and trainees on work placement. Staff are kept up to date with developments via bi-monthly full team meetings, regular memo's and team leader briefings. A trustee attends each full team meeting and team members are encouraged to input into operational reports presented at board meetings.

Team Building days, Staff development and Training days are held bi- annually and this gives the opportunity for staff, volunteers and trustees to work together.

Equal opportunities

Lister Steps considers equality of opportunity in all aspects of our organisation. We have an equal opportunities policy which is reviewed annually.

LISTER STEPS LIMITED
TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31ST JULY 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Name	Lister Steps Limited	
Company Number	04028768	
Charity Number	1083268	
Registered Office	The Old Library Green Lane Tuebrook Liverpool Merseyside L13 7EB	
Directors	P A Crossland G Downey A J May B Barnes D R Barlow C J Davies L Pover	(Appointed 18 th September 2020) (Resigned 11 th November 2020) (Appointed 17 th August 2020) (Appointed 31 st August 2020, Resigned 31 st May 2021) (Appointed 13 th December 2020, Resigned 12 th August 2021)
Independent Examiner	Graham Wright B A (Hons), F C A DChA, Liverpool Charity and Voluntary Services, 151 Dale Street, Liverpool L2 2AH	
Bankers	Lloyds,	

Signed on behalf of the Board of Trustees



.....
G Downey, Trustee

Dated: 17-5-22

LISTER STEPS LIMITED
STATEMENT OF TRUSTEES' RESPONSIBILITIES


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 charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principle in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue as a going concern;
- state whether applicable accounting standards have been followed, subject to any material departure disclosed and explained in the financial statements.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1st January 2019).

Signed on behalf of the Board of Trustees


.....

G Downey
Trustee

Dated: 17-5-22

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LISTER STEPS LIMITED

Respective
responsibilities of
trustees and examiner

I report on the accounts of the Charitable Company for the year ended 31st July 2021, which are set out on pages 14 to 28.

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Independent examiner's
statement

Name: **Mr Graham Wright**

Relevant professional qualification or body: **F C A DChA**
Address: **c/o LCVS 151, Dale Street, Liverpool, L2 2AH**

Dated: 18 May 2022

LISTER STEPS LIMITED
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE)
FOR THE YEAR ENDED 31ST JULY 2021

	Notes	Unrestricted Funds 2021	Restricted Funds 2021	Total Funds 2021	Restated Total Funds 2020
Income and endowments from:		£	£	£	£
Donations and legacies	3a	1,129	-	1,129	3,604
Charitable activities	3b	360,257	192,877	553,134	438,052
Other Income	3c	9,886	-	9,886	11,107
Total income		371,272	192,877	564,149	452,763
Expenditure on:					
Charitable Activities	4	406,227	176,863	583,090	475,055
Total expenditure		406,227	176,863	583,090	475,055
Net (expenditure)/ income, net movement in funds		(34,955)	16,014	(18,941)	(22,292)
Prior Year Adjustment		-	-	-	(103,214)
Total funds brought forward	11,12	(36,084)	160,067	123,983	249,489
Total funds carried forward	10-12	(71,039)	176,081	105,042	123,983

The notes on pages 17 to 28 form part of these accounts.

All the above amounts relate to continuing the activities of the charitable company.

This Statement includes all gains and losses recognisable in the year.

LISTER STEPS
BALANCE SHEET AT 31ST JULY 2021

Company Number 04028768

	Notes	31 st July 2021		31 st July 2020	
		£	£	£	£
Fixed assets					
Tangible fixed assets	5		286,961		294,790
Current assets					
Debtors	6	18,057		10,460	
Cash at bank and in hand		3,675		3,483	
		-----		-----	
		21,732		13,943	
Current liabilities					
Creditors: amounts falling due within one year	7	(80,764)		(61,766)	
		-----		-----	
Net current (liabilities)			(59,032)		(47,823)
			-----		-----
Total assets less current liabilities			227,929		246,967
			=====		=====
Creditors: amounts falling due after more than one year	8		(122,887)		(122,984)
			-----		-----
Net Assets			105,042		123,983
			=====		=====
Funds:					
Unrestricted funds	10,11		(71,039)		(36,084)
Restricted funds	10,12		176,081		160,067
			-----		-----
			105,042		123,983
			=====		=====

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

For the period covered by these accounts the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The trustees, who are the directors of the company, acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

Approved by the Board on 17.5.22 and signed on their behalf by:

.....G. Downey.....

G Downey Trustee

17 May 2022

LISTER STEPS LIMITED
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31ST JULY 2021

	Notes	31 st July 2021		31 st July 2020	
Cash flows from operating activities		£	£	£	£
Cash generated from/ (used in) operations	14		9,145		(9,239)
Investing activities					
Purchase of tangible fixed assets		(21,174)		(3,294)	
		-----		-----	
Net cash (used in) investing activities			(21,174)		(3,294)
Cash flows from Financing activities					
Repayment of loan		(4,618)		(525)	
		-----		-----	
Net cash generated from financing activities			(4,168)		(525)
			-----		-----
Net increase in cash and cash equivalents			(16,647)		5,240
Cash and cash equivalents at beginning of year			3,483		(1,937)
			-----		-----
Cash and cash equivalents at end of year			(13,164)		3,483
			=====		=====

Represented by:

	31 st July 2021	31 st July 2020
Cash at bank and in hand	3,675	3,483
Bank Overdraft	(16,839)	-
	-----	-----
	(13,164)	3,483
	=====	=====

1. Limited Liability

The charity is a company limited by guarantee. Each member's liability is limited to £1.

2. Accounting Policies

Basis of accounting

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (SORP 2015) (as amended for accounting periods commencing from 1st January 2015), Charities Act 2011 and the Companies Act 2006.

The accounts are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

Going concern

At the time of approving the accounts, 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 accounts.

The trustees consider the charity to be a going concern due to availability of loan draw-downs from SIB and £58,000 contingency still being available, A grant application has also been submitted for Social Enterprise Support Fund (funds are to go towards salaries for CEO and finance manager) and are very hopeful that this will be agreed and finalised in the next month.

Fund accounting

Unrestricted funds are the Charitable Company's free reserves available for the trustees to apply in accordance with the charitable company's charitable objectives.

Restricted funds are subject to specific restrictive conditions imposed by the donor. All restricted funds are accounted for as restricted income and expenditure for the purposes is charged to the fund.

Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations and legacies comprise donations and general grants which are recognised in the accounts when received, with the exception of known legacies which are accounted for when their receipt is certain.

Income from charitable activities is recognised on an accruals basis. Grants receivable are recognised on the date on which their unconditional payment is confirmed by the donor.

Income from investment relates to bank interest received and is recognised when the amount is certain.

Expenditure recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charitable company to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities. Support and governance costs are applied to unrestricted funds unless specifically included in the restrictions, as specified by the donor. Expenditure on charitable activities relate to the operation of the charity comprising of direct charitable expenditure to meet the objectives of the charitable company. Support and governance costs relate to the management and operation of the organisation and also compliance with constitutional and statutory requirements in producing the annual report. These are dealt with in the Statement of Financial Activities when payment has been approved by the charitable company.

Fixed Assets

Capital expenditure is stated in the balance sheet at cost less accumulated depreciation. Depreciation is provided to write off the cost of each asset over its expected useful life as below:

Computers & Equipment	20% per annum straight line basis
Fixtures & Fittings	25% per annum on reducing balance basis
Leasehold Land & Buildings	straight line basis over 25 years
Improvements to Leasehold	straight line basis over 25 years

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

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.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans 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 receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

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 on-going 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.

Taxation

Income and gains are exempt from taxation as they are received and applied for charitable purposes only. The charitable company benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions.

Leases

Payments made under operating leases, including any lease incentives received, are charges to profit or loss on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the leases asset are consumed.

Pension

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in independently administered funds.

Contribution payments are charged to the SOFA. Any amounts not paid are shown in accruals as a liability in the balance sheet

Covid-19

The Coronavirus Pandemic has had a major impact on the charity. The Board of Trustees and the CEO faced the challenges of ensuring the financial sustainability of the organisation, saving staff jobs, managing the completion of the restoration project of the Old Library and the relocation of Lister Steps to our new home. Measures to mitigate the immediate and longer term impact of the pandemic included careful management of the cash flow, further use of the government job retention scheme, successful funding applications and the continued payments of the Nursery Education Grants from Liverpool City Council.

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2021

3. Income and endowments from

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Restated Total Funds 2020 £
a. Donations and Legacies				
Donations	1,129	-	1,129	3,604
	=====	=====	=====	=====

There has been a reclassification of the 2020 funds between donations & charitable activities. Donations and legacies in 2020 relate wholly to unrestricted funds.

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Restated Total Funds 2020 £
b. Charitable activities				
B & Q Foundation	-	5,000	5,000	-
Building Fund	-	-	-	93,450
Coronavirus job retention scheme	63,184	-	63,184	61,964
Café & Events Income	9,034	-	9,034	-
Enstone- Old Library	-	-	-	1,000
Furnishing	-	-	-	500
Groundwork	-	-	-	-
Heritage Lottery Fund	-	157,781	157,781	-
Heritage Fund Emergency Grant	-	3,600	3,600	22,900
LCVS- Targeted Engagement Grant	-	5,000	5,000	-
Nursery & Club Income	280,415	-	280,415	255,238
Office & Room Rental	7,624	-	7,624	-
PH Holt Foundation	-	-	-	3,000
Postcode Neighbourhood Trust	-	19,500	19,500	-
Skelton Charity	-	1,000	1,000	-
Torus Foundation	-	996	996	-
	=====	=====	=====	=====
	360,257	192,877	553,134	438,052
	=====	=====	=====	=====

Charitable activities in 2020 related to £318,672 unrestricted funds and £119,380 restricted funds.

c. Other Income	£	£	£	£
	9,886	-	9,886	11,107
	=====	=====	=====	=====

Other Income in 2020 relate wholly to unrestricted funds.

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2021

4. Expenditure on Charitable Activities

	Direct Charitable Expenditure £	Support & Governance Costs £	Total 2021 £	Total 2020 £
To provide child day-care activities	384,782	198,308	583,090	475,055
	=====	=====	=====	=====

a. Analysed as follows:

	2021 £	2020 £
<i>Direct charitable expenditure:</i>		
Staff salary costs	288,662	376,377
Depreciation and impairment	28,585	19,816
Running costs	54,424	30,540
Repairs & renewals	2,176	439
Travel	1,012	619
Training	3,259	3,631
Bad debts	-	3,988
Computer support & expenses	6,664	2,185
	-----	-----
	384,782	437,595
	-----	-----
<i>Support & Governance costs:</i>		
Staff salary costs	155,905	-
Advertising, marketing & consultancy	20,471	18,804
Bank charges	1,010	1,254
Bank interest	365	945
Loan interest	11,219	6,625
Accountancy fees	1,180	3,600
Legal & professional fees	4,468	3,260
HR costs	2,814	2,801
Sundry	458	-
Loss on disposal of tangible fixed assets	418	171
	-----	-----
	198,308	37,460
	-----	-----
Total expenditure on charitable activities	583,090	475,055
	=====	=====

In the 2020 accounts, the building improvement fund was included within the breakdown of the charitable activities, however this year there have been no building improvements carried out.

£176,863 (2020: £132,295) of the above expenditure relates to restricted funding.

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2021

b. Staff Costs	2021	2020
	£	£
Gross wages and salaries	417,176	357,304
Social security costs	21,016	19,073
Pension costs	6,375	-
	-----	-----
	444,567	376,377
	=====	=====

c. Particulars of employees:

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

	2021	2020
Charitable activities	16	17
Management and administration	8	5
	-----	-----
	24	22
	=====	=====

No employee received emoluments of more than £60,000 during the year.

The trustees are not remunerated for their services and are not included in the above number of employees.

No out-of-pocket expenses were reimbursed to trustees in the year (2020: £nil).

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2021

5. Tangible Fixed Assets

	Computers & Equipment £	Fixtures & Fittings £	Leasehold Land & Buildings £	Improvements to Leasehold £	Total £
Cost					
Balance at 1 st August 2020	3,294	7,327	483,492	132,617	626,730
Additions in the year	6,527	14,269	-	378	21,174
Disposals during the year	-	(2,116)	-	-	(2,116)
Balance at 31st July 2021	9,821	19,480	483,492	132,995	645,788
Depreciation					
Balance at 1 st August 2020	110	6,231	325,599	-	331,940
Charge for the year	1,964	3,737	19,340	3,544	28,585
Disposals during the year	-	(1,698)	-	-	(1,698)
Balance at 31st July 2021	2,074	8,270	344,939	3,544	358,827
Net book value at 31st July 2021	7,747	11,210	138,553	129,451	286,961
Net book value at 31st July 2020	3,184	1,096	157,893	132,617	294,790

Improvements to Leasehold included in the fixed assets is in relation to the old Library that Lister steps moved into in October 2020. There is currently no Lease signed however Lister steps are in the process of signing a lease with Liverpool City Council.

6. Debtors

	2021 £	2020 £
Debtors and prepayments	18,057	10,460

7. Creditors: amounts falling due within one year

	2021	2020
	£	£
Bank overdraft	16,839	-
Trade creditors & accruals	26,452	13,803
Loans (see note 8)	27,640	32,161
Taxation and social security	9,833	6,522
Other creditors	-	9,280
	80,764	61,766

8. Creditors: amounts falling due after more than one year

The following loans are included within creditors:

	2021	2020
	£	£
Due between one to two years	20,756	30,395
Due between two to five years	54,000	53,156
Over 5 years	48,131	33,388
	122,887	122,984

The Organisation received a loan of £35,000 from Key Fund with interest being charged at a rate of 6.5% per annum. The loan was to provide working capital to help develop a project, repayable over 62 months covering capital & interest of £918.75, commencing June 2017 with a 17 month capital repayment holiday between April 2020 to August 2021. The total Balance outstanding at 31st July 2021 was £12,396.

The Organisation received a loan of £125,000 from Adventure Capital Fund and a further advancement of £15,000 in 2011 with interest being charged at a rate of 5% per annum. Repayable by monthly instalments of £1,400 covering capital & interest. The loan was for the purpose to purchase the portacabins and redevelopment/refinance to help with staffing restructure and redundancies due to restructure. The loan commenced June 2007 with a 11 month capital holiday between April 2020 to February 20021. The total balance outstanding at 31st July 2021 was £128,130.

The Organisation received a loan of £35,000 from Social Investment Business Foundation on April 2020 with no interest being charged. The loan was for the purpose of general overheads during COVID-19 pandemic, repayable by 3 instalments. The total balance outstanding at 31st July 2021 is £10,000.

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2021

9. Financial instruments

	2021 £	2020 £
Carrying amount of financial assets:		
Debt instruments measured at cost	21,732	9,261
	=====	=====
Carrying amount of financial liabilities:		
Measured at cost	193,819	168,948
	=====	=====

10. Analysis of Net Assets between Funds

2021	Tangible Fixed Assets	Net Current Assets	Creditors More than one year	Total
	£	£	£	£
Unrestricted Funds				
General Fund	268,549	(216,701)	(122,887)	(71,039)
	-----	-----	-----	-----
Restricted Funds				
B & Q Foundation	-	5,000	-	5,000
Building Fund	-	146,696	-	146,696
Enstone- Old Library Furnishing	-	1,000	-	1,000
Groundwork	-	62	-	62
Heritage Lottery Fund	16,092	-	-	16,092
PH Holt Foundation	2,320	-	-	2,320
Postcode Neighbourhood Trust	-	4,538	-	4,538
Torus foundation	-	373	-	373
	-----	-----	-----	-----
	18,412	157,669	-	176,081
	-----	-----	-----	-----
Totals	286,961	(59,032)	(122,887)	105,042
	=====	=====	=====	=====

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2021

2020	Tangible Fixed Assets £	Net Current Assets £	Creditors More than one year £	Total £
Unrestricted Funds				
General Fund	294,790	(207,890)	(122,984)	(36,084)
Restricted Funds				
Building Fund	-	146,696	-	146,696
Enstone- Old Library Furnishing	-	1,000	-	1,000
Groundwork	-	311	-	311
Heritage Fund Emergency Grant	-	9,160	-	9,160
PH Holt Foundation	-	2,900	-	2,900
	-	160,067	-	160,067
Totals	294,790	(47,823)	(122,984)	123,983

11. Unrestricted Funds

		Movements in the year			
2021	Funds at Beginning of year £	Income £	Expenditure (£)		Funds at End of Year £
General Fund	(36,084)	371,272	(406,227)		(71,039)
	=====	=====	=====		=====
2020	Funds at Beginning of year £	Income £	Expenditure (£)	Transfers £	Funds at End of Year £
General Fund	(32,637)	333,383	(342,760)	5,930	(36,084)
	=====	=====	=====	=====	=====

General Fund is used to finance the charitable company's general activities and core costs as outlined in the Trustees' Report.

Transfers- Transfers to general fund represent reclassification of expenditure out of Key Fund investment & Skelton charity movement

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2021

12. Restricted Funds

2021	Funds at Beginning of year £	Movements in the Year		Funds at End of Year £
		Income £	Expenditure (£)	
B & Q Foundation	-	5,000	-	5,000
Building Fund	146,696	-	-	146,696
Enstone-Old Library Furnishing	1,000	-	-	1,000
Groundwork	311	-	(249)	62
Heritage Lottery Fund	-	157,781	(141,689)	16,092
Heritage Fund Emergency Grant	9,160	3,600	(12,760)	-
LCVS-Targeted Engagement Grant	-	-	(5,000)	-
PH Holt Foundation	2,900	-	(580)	2,320
Postcode Neighbourhood Trust	-	19,500	(14,962)	4,538
Skelton Charity	-	1,000	(1,000)	-
Torus foundation	-	996	(623)	373
	160,067	192,877	(176,863)	176,081

2020	Funds at Beginning of year £	Movements in the Year			Funds at End of Year £
		Income £	Expenditure (£)	Transfers	
Building Fund	172,709	91,980	(117,993)	-	146,696
Enstone-Old Library Furnishing	-	1,000	-	-	1,000
Groundwork	-	500	(189)	-	311
Heritage Fund	-	-	(13,740)	-	9,160
Emergency Grant	-	22,900	-	-	-
Key Fund Investment	3,521	-	(273)	(3,248)	-
Liverpool City Council-City Fund Award	103,214	-	(103,214)	-	-
PH Holt Foundation	-	3,000	(100)	-	2,900
Skelton Charity	2,682	-	-	(2,682)	-
	282,126	119,380	(235,509)	(5,930)	160,067

Transfers- Transfers to general fund represent reclassification of expenditure out of Key Fund investment & Skelton charity movement

Description of Funds

These are monies given to the charitable company to be spent at the discretion of the Charity's Board of Trustees for specific charitable purposes:

LISTER STEPS LIMITED
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JULY 2021

B & Q Foundation- Outdoor Play & learning equipment

Building Fund- Contribution towards costs of renovating the old library funded by Heritage Lottery Fund

Enstone- Old Library Furnishing - Private donation for cafe furniture

Groundwork- Contribution to help with Covid lockdown additional PPE expenditure

Heritage Lottery Fund- Contribution towards capital and revenue elements of the old library- Lister Steps Carnegie Community Hub Project

Heritage Fund Emergency Grant- Contribution to help with Covid lockdown loss of income

Key Fund Investment- Provide working capital to help develop the project

LCVS- Targeted Engagement Grant- Sharing social media stats for messages shared within our community

PH Holt Foundation- Update IT System, server, hardware and installation costs

Postcode Neighbourhood Trust - Learning & Development Co-ordinator salary for 12 months

Skelton Charity- Brilliant Babies project grant towards cost of new equipment for babies

Torus foundation- Contribution towards costs of additional PPE required to open the building to the public safely

13. Cash generated from operations

	2021	2020
	£	£
Surplus/(Deficit) for the year	(18,941)	(22,292)
Adjustments for:		
Loss on Disposal of fixed assets	418	103,385
Depreciation	28,585	19,816
Movements in working capital:		
(Increase)/ Decrease in debtors	(7,597)	11,931
Increase/(Decrease) in creditors	6,680	(387)
	-----	-----
Cash generated from / (used in) operations	9,145	(9,239)
	=====	=====

14. Related Party Transactions

There were no material related party transactions during the year which require disclosure (2020: none).

15. Guarantees

As at 31st July 2021, 7 members had given a guarantee of £1 each in the event of the charitable company winding-up. Total: £7 (2020: 8 members £8).