

HOLLINGDEAN DEVELOPMENT TRUST
(Company Number: 04811152)
(Charity Number: 1102541)

TRUSTEES ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

HOLLINGDEAN DEVELOPMENT TRUST
(A Company Limited By Guarantee)
(Company Number: 04811152)
(Charity Number: 1102541)

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

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TRUSTEES' ANNUAL REPORT

The Trustees (who also act as directors for Companies Act purposes) have pleasure in presenting their report and financial statements for the year ended 31 March 2021.

The Trustees believe that the financial statements comply with current statutory requirements, the Charity's governing document and the Statement of Recommended Practice.

REFERENCE AND ADMINISTRATIVE DETAILS

Name of Charity:	Hollingdean Development Trust
Charity Number:	1102541
Company Number:	04811152
Registered and Principal Address:	Hollingdean Community Centre Thompson Road Brighton BN1 7BH
Trustees:	Sandra Meredith Claire Debenham Olivia Canham Tracey Hill Christine Simpson Catherine Geurner Elizabeth Wallace Lee (Appointed 2 nd July 2019) Robert Lane (Appointed 2 nd July 2019)
Bankers:	HSBC 1 Kings Parade Ditchling Road Brighton BN1 6JT
Independent Examiner:	Emily Squires FCCA Impact Initiatives 19 Queens Road Brighton BN1 3XA
Solicitors:	Griffith Smith Farrington Webb 47 Old Steine Brighton BN1 1NW

TRUSTEES' ANNUAL REPORT – continued

STRUCTURE, GOVERNANCE AND MANAGEMENT

Hollingdean Development Trust was incorporated as a company limited by guarantee (registered number 04811152) on 25 June 2003. It received charitable status on 8 March 2004 (registered charity number 1102541).

The governing document is the Memorandum and Articles of the Association dated 25 June 2003 as amended by written resolutions dated 28 January 2004 and 9 March 2005. Under the Articles, Elected Trustees are elected at the Annual General Meeting to serve a maximum of 4 years. Appointed Trustees shall retire at each Annual General Meeting.

ORGANISATIONAL STRUCTURE

The Trustees have control of the Charity and its property and affairs. The Board of Trustees meets on a monthly basis to receive report on the financial situation and other matters relating to the work of the Trust. There are no sub-committees. All cheques require the signature of two Trustees.

The Trust's work covers a very limited geographical area and elected Trustees must live within the area of benefit. Current Trustees have been recruited on the basis of their interest in the work of the Trust. The board had have co-opted, or appointed Trustees who live outside the area they were co-opted to fill gaps in the Board's skill base.

RISKS

The Trustees have examined the principal areas of the Charity's operations and considered the major risks faced in each of these areas.

PUBLIC BENEFIT

In shaping our objectives and planning our activities for the year, the Trustees have given consideration to the duties set out in Section 4 of the Charities Act 2006 to have due regard to public benefit. In particular, the Trustees have considered how the planned activities will contribute to the overall aims and objectives that they have set.

The Trustees believe that the following paragraphs, specifically those on 'Objectives and Activities' and 'Significant Changes during the Year', relate in detail the benefit that the Charity provides to the public.

OBJECTIVES AND ACTIVITIES

The objectives of the Charity which are to be carried out in Hollingdean and neighbouring communities are:

- a) To relieve poverty in such ways as the Trustees may decide;
- b) To promote or provide education (including vocational training);
- c) To provide or promote the provision of facilities for recreation and other leisure-time occupation in the interests of social welfare;
- d) To provide or assist in the provision of public health services and childcare;

TRUSTEES' ANNUAL REPORT – continued

- e) To develop the capacity and skills of the members of the community in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society;
- f) To establish and maintain community centres in furtherance of these objects;
- g) Such other charitable purposes as may from time to time be decided by the Trustees subject to the prior consent of the Charity Commissioners for England and Wales.

AIMS

The Hollingdean Development Trust aims to become a sustainable Development Trust run by and for local residents. It aims to support the continuing regeneration of Hollingdean through its management of Community assets, the provision of local services and the creation of new responses to community needs.

ACHIEVEMENTS AND PERFORMANCE

The Trust, in conjunction with the Trust for Developing Communities, has continued to provide community development support to groups, activities and facilities in the Hollingdean area, as far the covid19 city-wide lockdown has allowed.

Through careful management of Hollingdean Community Centre has remained financially sustainable. We were fortunate enough to receive city-wide grants under Business Rates Support scheme, so have not been adversely financially affected. This means we will be able to continue offering low cost acupuncture, yoga, exercise classes and an affordable venue for social and educational activities, as soon as we are free to do so.

Due to the pandemic the Real Junk Food Project (RJFP) has been unable to offer their normal Café service, but have continued cooking and offered Takeaway meals and delivery service to those vulnerable and in need. And during the past year demand has increased significantly.

As none of the usual activities have been able to take place due to Covid19, this enabled us to use the space as a base for a city-wide Food Bank Distribution Centre, and we have also been able to offer the community centre as part of the roll-out for the Vaccination Programme.

Also providing a great benefit to the local community, Anna Schwartz of the World Food Project, has been cooking meals on a weekly basis for distribution in the Hollingdean area.

As the financial year comes to a close, we are looking forward to establishing a Community Garden with composting facilities to make our Centre greener than ever. And despite difficulties encountered, we are looking forward to welcoming groups and activities back to the Community Centre as soon as possible.

FINANCIAL REVIEW

Reserves

The level of reserves is regularly monitored by the Trustees and is currently considered to be reasonable given the nature and scale of the activities and potential future risks and hazards. The Trustees consider that the level of free reserves (that is those funds not tied up in fixed assets, and designated and restricted funds) should, where possible represent at least 6 months expenditure.

TRUSTEES' ANNUAL REPORT – continued

Asset Cover for Funds

The Trustees consider that the assets of the Charity are sufficient to meet the Charity's obligations on a fund by fund basis.

FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS

As at the 31st March 2021 the Trust held the following amounts on behalf of other organisations:
Healthy Neighbourhoods Fund £3,679; and Tia's Trees £1,280.

STATEMENT OF DIRECTORS' RESPONSIBILITIES (THE TRUSTEES)

The Trustees (who are also Directors of Hollingdean Development Trust for the purposes 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 company as at the end of the year and of the surplus or deficit of the company for that period. In preparing those financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and Charities Act 2011. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the company and to prevent and detect fraud and other irregularities.


INDEPENDENT EXAMINER

As the gross income of the Charity is more than £25,000, an independent examination is required. The Trustees have appointed Emily Squires of Impact Initiatives to perform that task.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by charities and the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Statement of Recommended Practice – Accounting and Reporting by Charities.

By order of the Board:

Approved by the Trustees on _____, and signed on their behalf by Sandie Meredith.


13/12/2021

Sandra Meredith
Trustee/Director

Registered office:
Hollingdean Community Centre
Thompson Road, Brighton, BN1 7BH

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF HOLLINGDEAN DEVELOPMENT TRUST

I report on the accounts of the company for the year ended 31 March 2021 which are set out on pages 6 to 11.

Respective responsibilities of Trustees and Examiner

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 charity's 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.

Having satisfied myself that the charity is not subject to audit under Part 16 of the 2006 Act and is eligible for independent examination, 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 Report

My examination was carried out in accordance with the 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 the seeking of explanations from you as 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 statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the 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.;
- The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)

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

Emily Squires FCCA
Impact Initiatives
19 Queens Road
Brighton
BN1 3XA



Date: 14/12/2021

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
INCOMING RESOURCES					
From Generated Funds:					
Donations		-	-	-	-
Investment Income:					
Bank interest		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
From Charitable Activities:					
Grants		23,748	14,926	38,674	17,527
Rental Income		10,624	-	10,624	25,307
Other		<u>153</u>	<u>-</u>	<u>153</u>	<u>719</u>
		<u>34,525</u>	<u>14,926</u>	<u>49,451</u>	<u>43,553</u>
TOTAL INCOMING RESOURCES		<u>34,525</u>	<u>14,926</u>	<u>49,451</u>	<u>43,553</u>
RESOURCES EXPENDED					
Charitable Activities	2	18,502	26,402	45,004	26,106
Governance Costs	2	<u>100</u>	<u>-</u>	<u>100</u>	<u>275</u>
TOTAL RESOURCES EXPENDED		<u>18,602</u>	<u>26,402</u>	<u>45,104</u>	<u>26,381</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR BEFORE TRANSFERS		15,923	(11,476)	4,447	17,172
TRANSFERS		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR AFTER TRANSFERS		15,923	(11,476)	4,447	17,172
FUND BALANCES BROUGHT FORWARD		<u>44,845</u>	<u>25,537</u>	<u>70,382</u>	<u>53,210</u>
FUND BALANCES CARRIED FORWARD		<u>60,768</u>	<u>14,061</u>	<u>74,829</u>	<u>70,382</u>

All disclosures relate only to continuing resources.

There are no other recognised gains or losses in the current or previous period.

The notes on page 8 to 11 form part of these financial statements

**BALANCE SHEET
AS AT 31 MARCH 2021**

	Note	2021 £	£	2020 £	£
CURRENT ASSETS					
Cash at bank and in hand		81,315		79,442	
Debtors	5	<u>5,562</u>		<u>2,563</u>	
		86,877		82,005	
CREDITORS: Amounts falling due within one year	6	<u>(12,048)</u>		<u>(11,623)</u>	
NET CURRENT ASSETS			<u>74,829</u>		<u>70,382</u>
NET ASSETS			<u>74,829</u>		<u>70,382</u>
Represented by:					
Unrestricted funds	9		60,768		44,845
Restricted funds	9		<u>14,061</u>		<u>25,537</u>
TOTAL FUNDS	8		<u>74,829</u>		<u>70,382</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2021 in accordance with Section 476 of the Companies Act 2006.

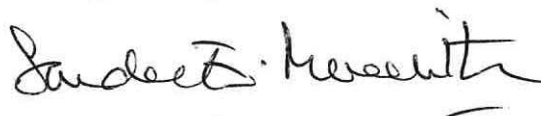
The directors acknowledge their responsibilities for:

- (a) Ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Directors on and were signed on its behalf by:

Sandra Meredith
Trustee / Director



Date

13/12/2021

The notes on pages 8 to 11 form part of these financial statements

**STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31st MARCH 2021**

	Notes	2021 £	2020 £
NET MOVEMENT IN FUNDS		4,447	17,172
Increase in Debtors	(2,999)		(26)
Increase in Creditors	<u>425</u>		<u>167</u>
NET CASH OUTFLOW FROM OPERATING ACTIVITIES		<u>(2,574)</u>	<u>17,313</u>
CHANGE IN CASH & CASH EQUIVALENTS		<u>1,873</u>	<u>17,313</u>
Cash and cash equivalents at the beginning of the year		79,442	62,129
Cash and cash equivalents at the end of the year		<u>81,315</u>	<u>79,442</u>

**ANALYSIS OF CASH & CASH
EQUIVALENTS**

	At 1 April 2020 £	Cash flow £	Non-cash changes £	At 31 March 2021 £
Cash at bank and in hand	<u>79,442</u>	<u>17,313</u>	-	<u>81,315</u>
	<u>79,442</u>	<u>17,313</u>	-	<u>81,315</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

1.1 Basis of Preparation of Accounts

The accounts are prepared under the historical cost convention and 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 (FRS 102) issued on 16 July 2014 and with the the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

1.2 Cash flow statement

The charity has taken advantage of the exemption in Financial Reporting Standard Number 1 from the requirement to prepare a cash flow statement on the grounds that it qualifies as a small charity.

1.3 Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the accounts.

1.4 Incoming Resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

No amounts are included in the accounts for services donated by volunteers.

1.5 Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings.

Fundraising and Publicity includes direct publicity costs and fundraising consultancy fees.

Governance Costs include bookkeeper's fees, accountancy and legal costs.

All other costs are deemed to be Costs in Furtherance of the Objects of the Charity.

1.6 Taxation

The charitable company is registered as a charity and all of its income falls within the exemptions under Part 11 of the Corporation Tax Act 2010.

1.7 Leased Assets

Rentals paid under operating leases are charged to income as incurred.

NOTES TO THE FINANCIAL STATEMENTS - continued

2. RESOURCES EXPENDED

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Charitable Activities:				
Bookkeeping	1,000	-	1,000	950
Buildings Insurance	-	-	-	491
Lucky Dip	-	-	-	1,229
Healthy Neighbourhoods Grants	-	996	996	138
Grants paid out	-	553	553	-
Repairs & Renewals	-	24,853	24,853	
Public Liability Insurance	315	-	315	312
Property Costs	5,689	-	5,689	10,041
Salary Costs	10,155	-	10,155	10,178
Stationery, Telephone and Broadband	1,343	-	1,343	1,767
Donations	-	-	-	-
Sundry	-	-	-	1,000
	<u>18,502</u>	<u>26,402</u>	<u>44,904</u>	<u>26,106</u>
Governance Costs:				
Independent Examiner's Fee	100	-	100	100
Meeting costs	-	-	-	162
Governance Costs, Filing Fees etc	-	-	-	13
	<u>100</u>	<u>-</u>	<u>100</u>	<u>275</u>

3. TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

No Trustee received any remuneration during the period. No Trustees received reimbursed expenses in the year (2020: £NIL).

4. ANALYSIS OF STAFF COSTS & NUMBER

There was one member of staff during the period.

	2021 £	2020 £
Salaries	9,984	9,984
Social Security Costs	<u>171</u>	<u>194</u>
	<u>10,155</u>	<u>10,178</u>

NOTES TO THE FINANCIAL STATEMENTS - continued

5. DEBTORS

	2021 £	2020 £
Trade Debtors	<u>5,562</u>	<u>2,563</u>

6. CREDITORS: Amounts falling due within one year

	2021 £	2020 £
Trade Creditors	4,131	6,564
Accruals	2,958	100
Held for Healthy Neighbourhoods	3,679	3,679
Held for Tia's Trees	<u>1,280</u>	<u>1,280</u>
	<u>12,048</u>	<u>11,623</u>

7. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year:

	Land & Buildings 2021 £	2020 £
Expiring:		
Within 1 year	1,500	1,500
Between 2 and 5 years	-	-
Over 5 years	-	-
	<u>1,500</u>	<u>1,500</u>

8. FUNDS

The funds are represented by the following assets:

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Net current assets	<u>60,768</u>	<u>14,061</u>	<u>74,829</u>	<u>70,382</u>

A detailed analysis of the individual restricted fund balances is given below.

NOTES TO THE FINANCIAL STATEMENTS - continued

9. MOVEMENT IN FUNDS

	Bal b/fwd £	Incoming Resources £	Resources Expended £	Transfers £	Bal c/fwd £
Restricted funds					
Novas Scarman re Healthy Neighbourhoods	4,962	4,000	(996)	-	7,966
Lucky Dip	1,316	-	-	-	1,316
Off the Ground	3,445	-	-	-	3,445
Childrens cafe	2,050	-	-	-	2,050
Holly Hips	50	-	-	-	50
Ward budget	650	-	-	-	650
Laburnam, Grove Art Group	351	-	-	-	351
Hollingdean Knitting Group	664	-	(516)	-	148
Friends of Stanmer Park Street Play	330	-	(37)	-	293
Compost Bin Project	500	-	-	-	500
Kitchen Project	10,542	9,426	(24,853)	-	(4,885)
Stanmer Street Project	-	1,500	-	-	1,500
Fiveways Local Action Team	677	-	-	-	677
	<u>25,537</u>	<u>14,926</u>	<u>(26,402)</u>	<u>-</u>	<u>14,061</u>
Unrestricted Funds					
Maintenance Fund	1,681	-	-	-	1,681
General Fund	43,164	34,525	(18,602)	-	59,087
Total	<u>44,845</u>	<u>34,525</u>	<u>(18,602)</u>	<u>-</u>	<u>60,768</u>
TOTAL FUNDS	<u>70,382</u>	<u>49,451</u>	<u>(45,004)</u>	<u>-</u>	<u>74,829</u>