

**CHRIST CHURCH ARMLEY  
COMMUNITY PROJECTS LIMITED  
Annual Report and Financial Statements  
For the period 1 April 2021 to 31 March 2022**

Registered charity number 1137501  
A company limited by guarantee number 06864933

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED



## Annual Report and Financial Statements

For the period 1 April 2021 to 31 March 2022

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# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Trustees' report for the period 1 April 2021 to 31 March 2022

### Chair's introduction



Steve Appleton  
Chair of Directors

I am pleased to introduce the Trustees' Annual Report and Financial Statements for 2021/22. The report sets out how Christ Church Armley Community Projects Limited ('the Charity') have fulfilled its charitable objectives during the past year through the Meeting Point project.

We have all experienced the most challenging and disruptive couple of years due to the Covid-19 pandemic. The impact on the Meeting Point project has been unprecedented. Following Government restrictions from March 2020 to reduce the spread of the virus the Charity quickly put in place safe working arrangements to maintain essential provision focused on a food bank style operation based at Christ Church. We were able to continue this vital support for refugees and asylum seekers throughout the period of restrictions. This required staff, volunteers and beneficiaries to exhibit the highest degrees of creativity and adaptability to sustain services coupled with self-discipline and commitment to ensure a safe working environment. During 2021/22 we have gradually restored many aspects of our work which had been suspended or curtailed due to the pandemic. We hope to restore more social events during the year ahead which are much-valued for building relationships and sustaining good mental health.

The project is underpinned by a Christian ethos which is an important legacy from the foundation of the project by Christ Church Upper Armley Parochial Church Council ('the PCC'). Although the Charity is separate from the PCC, we maintain good working relationships and I am very thankful for the continuing support of the PCC and the church congregation particularly during the Covid-19 restrictions.

The trustees remain conscious of our responsibilities as a charity to have full regard to public benefit in planning and delivering our activities. The Charity provides services without regard to race, religion, culture, gender or sexual orientation. For me, one of the strengths of Meeting Point is the willingness to reach out to those in need without prejudice or judgement. Our ability to do so effectively is considerably enhanced by working in partnership with others. Our report sets out more information about how we work with our partners and the difference it makes to our beneficiaries.

On behalf of the trustees, I wish to thank our funding partners and individual donors who give generously to enable our work to take place. The financial statements show the grant-making bodies that supported us during the year. I also wish to thank many other partners who regularly provide us with food and other items for distribution for refugees and asylum seekers.

The trustees have assessed the Charity's finances for the year ahead and have reasonable grounds for considering that the Charity remains a going concern able to meet its financial liabilities as they fall due and able to continue core activities as planned.

I also wish to thank staff and volunteers who are the backbone of Meeting Point and make extensive and varied contributions to the project's many achievements. I have been incredibly impressed by the commitment of staff and volunteers alike to respond creatively to the challenge of finding alternative ways to support refugees and asylum seekers during the current pandemic.

I am also grateful for the support and wisdom of my fellow trustees and the valuable contribution to trustee meetings made by the Project Manager and the volunteer and beneficiary representatives.

In conclusion, despite the impact of Covid-19 I am much encouraged by the outstanding response by staff and volunteers which places Meeting Point in a good position for the year ahead to continue the excellent and much-needed work with refugees and asylum seekers.

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Reference and administrative details of the Charity, its Trustees and advisors

The Trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Notes	Dates
Steve Appleton	Chair		Re-appointed June 2019
Philip Arnold		Christ Church PCC appointee	Appointed September 2020
Laurence Dilworth	Finance Director	Christ Church PCC appointee	Appointed December 2012
Kathleen Hynes			Re-appointed September 2020
Joyce Le Masurier			Appointed June 2019
Philip Le Masurier		Christ Church PCC appointee	Appointed November 2009
Helen Radelaar			Appointed September 2020
Ann Weir		Christ Church PCC appointee	Re-appointed June 2021
Elaine Wyatt			Appointed December 2020

**Charity Number** 1137501 Registered in England and Wales

**Company Number** 06864933 Registered in England and Wales

Registered Address	Working Address	Postal Address	Bankers
22 Hill End Crescent LEEDS LS12 3PW	Christ Church Upper Armley Armley Ridge Road LEEDS LS12 3LE	CCACP Ltd 81 Blue Hill Lane LEEDS LS12 4NT	Unity Trust Bank plc Four Brindleyplace BIRMINGHAM B1 2JB

### Independent Examiner

Claire Welling  
West Yorkshire Community Accountancy Service CIO  
Stringer House  
34 Lupton Street  
LEEDS  
LS10 2QW

### Insurers

Ecclesiastical Insurance Group plc  
Benefact House  
2000 Pioneer Avenue  
Gloucester Business Park  
Brockworth  
GLOUCESTER  
GL3 4AW

# **CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED**

## **History and governance**

### **Brief history of the Meeting Point project**

Meeting Point was set up by Christ Church in 2003 initially in partnership with the local Further Education College, to provide social support to asylum seeker and refugee students. The funding for this lasted only a few months, but Christ Church continued the drop-in on a voluntary basis.

In 2004/05 grants were received to develop the project and employ staff. Meeting Point has always operated from its base at Christ Church, Upper Armley in West Leeds and celebrated its 15-year anniversary during July 2018.

The Charity assumed responsibility for Meeting Point on 1 January 2011. The ever-changing needs of the project have been identified by consultation with beneficiaries, community members and partner agencies and this continues to be the case for Meeting Point. A detailed report on Meeting Point's work for the year is set out on pages 5 to 10.

### **Structure and Governance**

The Charity is a Company Limited by Guarantee and was incorporated on 31 March 2009 and registered as a charity on 16 August 2010. It is governed by a Memorandum as amended by special resolution at the Annual General Meeting on 16 November 2009 and by Articles of Association as amended by special resolutions at the Annual General Meetings on 1 November 2010 and on 27 June 2021. The liability of the members in the event of the Company being wound up is limited to a sum not exceeding £10.

### **Method of recruitment and appointment of trustees**

The trustees of the Charity are also the directors for the purpose of company law and are appointed by the members at the Annual General Meeting (AGM). The Memorandum and Articles give the right to Christ Church Parochial Church Council to appoint four trustees. A third of the trustees, appointed by members, retires by rotation each year at the AGM and may offer themselves for re-election. Co-opted trustees retire at the next AGM and may seek election.

The Charity primarily recruits trustees by personal contact through the Charity's 'Meeting Point' project and through Christ Church Upper Armley. New trustees receive guidance about their role and responsibilities as charity trustees and company directors.

All trustees give their time voluntarily and receive no remuneration or other benefits.

### **Management**

The trustees met virtually eight times during the year to oversee the strategic direction of the Charity and to exercise stewardship and governance of Meeting Point, the Charity's sole project. The trustees agreed in March 2020 that meetings could be held virtually using technology so that decision-making and management processes could continue during Covid-19 restrictions. In-person meetings resumed in March 2022.

The Project Manager and representatives of service users and volunteers attend Board meetings as non-voting members to improve engagement and to ensure Board decision-making is better informed.

The Project Manager has responsibility for the day-to-day management.

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## Charity objectives and public benefit

### The Charity's Objects

The Objects, as set out in the Memorandum and Articles of Association are:

- 1) to develop the capacity and skills of the members of the socially and economically disadvantaged community of Armley and the surrounding area in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society; and
- 2) the provision of facilities for recreation or other leisure time occupation in Armley and the surrounding area with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social or economic circumstances.

### The Charity's main activities

The trustees give serious consideration to the Charity Commission's guidance on public benefit in planning and delivering the Charity's activities. The trustees seek to fulfil the Charity's objectives primarily through Meeting Point, a project working with refugees and asylum seekers.

### Public benefit Statement

In setting our objectives and planning our activities the trustees have given serious consideration to the Charity Commission's general guidance on public benefit. The Charity's achievements and performance are set out in detail in the Meeting Point project report on pages 5 to 10.

Key performance measures	2021/22	2020/21	2019/20
Beneficiary attendances at the drop-in or food bank	4,405	3,720	4,553
Food parcels distributed to beneficiaries	3,652	4,209	2,498
Hot meals or take away meals provided to beneficiaries	5,000	5,070	4,097

### Risk

The trustees assessed the risks associated with use of the church building during the Covid-19 pandemic taking into account the legal position and both Government and Church of England guidelines for the use of church buildings for provision of essential services. The trustees put in place a number of arrangements to reduce the risks identified in consultation with Christ Church PCC and staff to enable the ongoing safe use of the building for provision of a food bank style operation for refugees and asylum seekers. The trustees monitored progress at its meetings during the year and adapted the safe working arrangements to respond to changes in assessed risk.

### Safeguarding

The trustees are committed to the protection, prevention of harm and promotion of the wellbeing and development of children, young people and adults. The trustees approved an updated policy for the Safeguarding of Children, Young People and Adults in April 2022. Safeguarding is a standing item on the agenda of all trustees' meetings.

During the year no safeguarding matters were reported to the relevant public authorities nor to the Charity Commission under the serious incident reporting procedure.

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Meeting Point

*"The Meeting Point team is a source of inspiration and encouragement to all of us - we love and appreciate you all!"*

### **Project Manager's report (Emma Crossley)**

The team have been amazing this year. As we all entered the second year of the Covid pandemic, we have had to adapt to various different stages of it; the lifting and then tightening again of restrictions, the vaccination roll out and then the odd transition back to some kind of normality again as we rolled into 2022. The volunteers and staff continued to go above and beyond to support the project and beneficiaries through it all and once again, I am proud to say that Meeting Point has remained open each week, supporting refugees and asylum seekers needing support in Leeds.

During the height of the pandemic in 2020, we set up a delivery service for beneficiaries, dropping food parcels and other essential items to their homes. This was gradually scaled back in 2021 as restrictions eased and lockdown lifted and we have slowly returned to an entirely on site service again, whilst remaining 'safe' and responsible. Food parcels, a take away hot meal, clothing, toiletries and other essential items are distributed from the drop-in on Mondays and English classes and Women's Group have both recommenced meeting face to face. It has been wonderful to have people back in the building again, meeting in a social capacity once more and you can read about what's been going on in the following report.

This year we were lucky to have substantial funding from the Healthy Holidays scheme and with this we were able to run an exciting programme of family activities and trips during school holidays. This included a trip to Eureka, family outings to the cinema and the hiring out of a funfair in Roundhay Park for everyone involved in Meeting Point. We also remained open over the Christmas period, distributing gifts and festive treats to all who attended. A particular highlight for me this year has been the redesign of the Meeting Point logo, voluntarily being done by a very talented volunteer beneficiary. Thank you Nelson for your skills and talent!



The ongoing refugee crisis in both Afghanistan and Ukraine has highlighted the vulnerability of all human beings to conflict and displacement, and the fundamental importance of charities that exist to support them. Here in Leeds we are proud to be a City of Sanctuary, welcoming refugees and asylum seekers from all over the world, and Meeting Point is honoured to be a part of that. We continue to support those who have recently arrived in the country and need help navigating their way through the UK asylum system, as well as those who have been here for some time as settled refugees. That said, regardless of status, the vast majority of our beneficiaries are marginalised and disadvantaged in society, reliant on charities such as Meeting Point to meet their basic emotional and practical needs.

The fallout of Covid and the ever deepening cost of living crisis has exacerbated existing issues such as poverty, isolation and destitution as well as creating new ones, such as delays in appointments and applications and the inability to see professionals such as solicitors and case workers either on time or face to face. The need for charities and support like that at Meeting Point has in many ways never been greater.

During this difficult year we have been blessed with generosity from the local community, who have continued to donate essential items such as food and clothing, as well as grant funders and individuals who have contributed financially. It is also important to note that we would not have been able to continue our work without the ongoing work done by other agencies and working partners. Penny Appeal have continued to enable us to provide a hot take



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away meal each week, and our food distribution partners such as FareShare and Neighbourly have continued to supply us with food donations to enable food parcels to be made up.

By remaining open we have been there to provide emotional support and reassurance at such an uncertain time. We have provided a level of continuity, reassurance and certainty to some of the most vulnerable and, alongside colleagues, volunteers and beneficiaries, I am really proud to manage such a wonderful group of people.

*"To the Meeting Point family... to all the love and care you have shown us throughout the year. Regardless of the pandemic you always showed up for us, so this is to say how much we appreciate and thank you for what you do for us. With much love..."*



## **Staff and volunteers**

We continue to employ three part time staff and currently have a team of 30-40 volunteers. Like last year, the furlough scheme was not taken up by any Meeting Point staff and all have continued to work on site. A number of volunteers who had initially had to withdraw from duties began to return and new volunteers have been recruited to the team.

### **A few words from our current volunteer representative, Anne McCaffrey:**

Meeting Point has a fantastic team of volunteers. On a Monday there can be more than ten volunteers consistently turning up and providing a friendly welcome to the beneficiaries. The volunteers work hard so that the beneficiaries receive food parcels, support and advice, hardship money, clothing, sanitary products and household items. The volunteers, when asked, all say they enjoy their roles and are happy to continue to offer their time and enthusiasm. Some new volunteers have been recruited since September.

### **A few words from our current beneficiary representative, Alesya Moisenko:**

Another fantastic and very fulfilling and productive year. We have stayed united and caring on delivering a great service for our beneficiaries. Every week, lots of them express their thanks and appreciation for all that we do despite the circumstances. They are thankful to all volunteers and staff for everything and the extra help. They are amazed at how everything is organised and fair towards every client. That said, they are missing and looking forward to going back to a normal way at Meeting Point. Speaking to beneficiaries, some of the comments given have been: "Monday is the best day of the week"; "It would be great if it was available every day"; "every single person taking part on Mondays is fantastic and doing their best"; "we are grateful for what you are all doing for us... it's the day we look forward to!".

### **A few words from a current volunteer:**

My husband and I are new to Meeting Point, having only begun volunteering late in 2021. From the beginning, the staff have been very welcoming, helpful, and flexible, allowing us to find our niche within the team, even making it possible for my disabled husband to help. The staff and volunteers are from all over the world, and obviously love the people we serve. I feel very privileged to be a part of this team!



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## Monday drop-in provision

*'96% beneficiaries surveyed in 2021 rated the drop-in as excellent'*

A safe, socially distanced distribution and collection of essential items has taken place from Christ Church every Monday and we have continued to help those attending in person with bus ticket provision; almost 2000 of these were given out last year.

Food continues to be our main priority. Food parcels have been made up from fresh produce donated by supermarkets and The Headingley Greengrocer, alongside other donations from Penny Appeal and local community members.



The hot meal, provided via Penny Appeal, has continued in a take away format.

Numbers benefiting from our provision has increased this year to the highest it's ever been. In the year 2021-2022 we have had 4405 visits by 507 individuals (up by over 500 and 100 respectively); we have given out 3652 food parcels and 5000 hot meals This demonstrates not only the increasing need in the community but also our ability to scale up and meet such demand in such challenging times.

Alongside food, we have also been distributing and delivering toiletries, PPE, baby items and sanitary towels as well as a large amount of clothing and household goods. All of these items have been donated, largely by members of the public, though the menstrual products arrive through our partnership with Bloody Good Period; last year 1771 packs were given out to 204 women and girls. We have also been carrying out advocacy and support for those who need it, as well as welcoming Advonet and Linking Leeds to the drop-in who provide professional signposting and advocacy services.

Through the implementing of appropriate safety procedures, we



have enabled an element of the personal and social heart of Meeting Point to continue. Clients have told us that being able to see a friendly face, even just once a week, has been hugely beneficial for their mental health and has reduced feelings of loneliness and isolation.

In 2021-2022 we registered 301 new beneficiaries, our highest annual number since we opened in 2003 and 100 more than last year.

*"Thank you for not leaving us alone in these difficult days. You are so kind and you make us happy. Please accept our deepest thanks!"*



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## English provision

The English classes at Meeting Point have been running on a face to face basis since September 2021. Prior to this during the pandemic there was an opportunity for interested beneficiaries to attend a weekly online Zoom English lesson. These were well attended but only by a small number of people. The face to face classes have been held twice a week with two different teachers - on Mondays before the drop-in (1-2pm) and on Wednesdays before the Women's Group (10.15-11.45am). The classes were small to begin with and have gradually picked up to having approximately 10 students in each class. The first languages of the students are currently: Arabic, Kurdish, Spanish, Tigrinya, Farsi and Pushto. The levels of English amongst the students can be very varied. For example, the wife of a new family from Afghanistan has almost no English but other students who have lived in UK for several years and have attended college are at an Intermediate level where they want to improve their Reading and Writing as well as their Speaking and Listening. The challenge is always keeping the class suitable for all students. This year we have been able to buy some picture card resources and pens and notebooks to use in the lessons. Pictures and objects are really useful for all levels of learner.

In total, there were 374 attendances by 82 individuals over the course of the year.

## Women's Group (Judith Shalkowski – Project Worker)

During 2021-2022 Women's Group at Meeting Point continued to thrive on their theme: Come and Receive, Come and Connect, and Come and Give.

The women were able to enjoy a range of activities and experiences, supported well by staff and a team of volunteers, in the midst of the Covid-19 pandemic. The group grew in numbers and women brought their friends, new volunteers joined the team, and a lovely supportive environment meant women appreciated their cultural interests.

Our play support with children meant an excellent opportunity for mums to play with their children and for children to enjoy play sessions with other children. We averaged over 10 children every week with lots of creative play ideas from the volunteers.



Over the course of the year, there were 704 attendances by 81 women to the group.

- We held Zoom sessions weekly with over 12 women committed to weekly conversations and support. During these sessions, one refugee woman engaged participants in a research project to present findings on the impact of the pandemic on women.
- For the Easter holidays 2021, we selected, purchased and put



- together extensive holiday craft packs for all children attending the drop-in.
- The Swim/Gym Project, funded by Sport England, continued as permitted by national guidance, with 30 women benefiting. The Water Babies 5-week course was held in autumn 2021.
- The women enjoyed: Jewellery making, sewing, knitting, crocheting, baking, cooking and cardmaking. Once we were able to be face to





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face, women continued to wear masks and make them for the project and to give to others.

- The women were thrilled to play BINGO online in 2021 and in 2022 held their first BINGO session face to face, with lovely prizes from donors resulting in lots of smiles. At the end of the summer 2021, families enjoyed an afternoon of BINGO for children, which helped many children enjoy sport and other play equipment before school started.
- Regular hair-cutting and mini-pamper sessions were held with caution, all very well received, with support from LUSH and women offering haircuts and foot care.
- The summer family activities for families and single women involved a range of activities: craft, tennis lessons, table tennis lessons, cinema and soft play as well as general play activities, funded by Leeds City Council.
- The women were involved in providing feedback to Bloody Good Period in their research into Periods in a Pandemic.
- Children received regular offers of free used clothing from Pudsey Community Project – reducing waste and reusing clothing, including school uniforms.
- A summer Dance and Movement workshop series partnership meant a professional dancer, Marianne, could lead a group of over 10 women - benefiting from exercise and support, funded by Leeds Inspired.
- In September, we opened up to face to face Women's Group weekly sessions, moving the time from 1-3 to 12.15-2.15, to accommodate parents needing to get back to pick up children from school, which resulted in the group expanding.
- West Yorkshire Police provided a personal safety session and regular visits to the women's group to provide advice and support on women's safety issues.
- LUUMIC singing sessions with Leeds University Women's Group were held in the autumn 2021.
- Mindfulness & art sessions allowed women a quiet space to reflect, share and support each other.
- In winter 2022, Rommi Smith, a local poet, partnered with Meeting Point to provide a 6-week series of poetry writing which will culminate in a performance in Refugee Week 2022.
- ChildsSide CIC provided a free session on "Childhood Transitions" which provided new skills on supporting children during the pandemic.



### Additional provision on offer

**Acts 435** is an online giving charity, directly connecting those who want to give with those who are in genuine need of their help, through a network of local churches and charities. In partnership with Christ Church, a total of 120 beneficiaries were supported to receive Acts 435 donations during 2021-2022 for a range of needs from: baby items, health issues, school uniforms, debt, household items and food.

We have continued to run our My New Home Project and this year, 38 beneficiaries were helped with My New Home van deliveries, supporting their transition from one home to another. An additional 16 were helped with deliveries of furnishings for a new baby arriving in the home.

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## The allotment

Meeting Point has had an allotment plot on a local site for a number of years and this year has seen continued development of the space. It has been a place of sanctuary and tranquility, improving the mental and physical health of the volunteers and beneficiaries involved. We have all benefited from the delicious fresh produce harvested from it too!



## Case study

An Iranian wife of a political prisoner arrived in Leeds this past year with her teenage daughter after a horrendous experience and journey to the UK. She was a successful professional sports person in her country but arrived here in despair, having lost everything. She had given up hope for their future. They were given accommodation in Armley and found their way to the Meeting Point drop-in and Women's Group. Each person who heard their story was concerned about her well-being and mental health but the needs of this wife and mother and her daughter were soon responded to by the team. Referrals for mental health support, school placement, a listening ear, home visits, practical help and encouragement were soon making a difference. We were able to write references for her and she is now volunteering at two charities in Leeds, studying at college and her daughter is happily settled at school. After her Home Office interview she now awaits the decision on her asylum claim. *"I am so happy that I am doing something useful in this society. We owe you for all of your support and efforts. We will never forget your great favour".*

## Looking ahead

Looking ahead, we are hoping to open up the drop-in to include a socialising space in spring 2022, introducing a 'café' space with refreshments for beneficiaries to stay and enjoy. We are going to continue providing meals in a take away format for the foreseeable future and will gradually reintroduce the social activities such as pool and table tennis. We are looking forward to partnering with New Wortley Community Centre to provide a programme of summer trips and outings to our families, and will continue to work alongside the local community and our beneficiaries to provide a service that is practical in meeting needs whilst also offering feelings of warmth, safety and compassion. Thank you to everyone who has made this year possible; we certainly could not have done it without you!



# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Financial Review

The Charity's income for the year 2021/22 together with reserves were sufficient to maintain the provision of essential food supplies and some online activities to refugees and asylum seekers during the continuing Covid-19 pandemic. As the year progressed and restrictions lessened, some in-house activities resumed although we are still some way off providing the in-house activities that we provided pre-pandemic, but it is hoped these will gradually be restored over spring. As in the previous year, the trustees did not consider it appropriate to furlough any of the staff as they had taken over a number of the rolls normally covered by volunteers. However, as the activities have increased, the extra workload has been taken up by volunteers returning and new ones recruited. Staff have continued to provide advocacy, material and emotional support by face to face, telephone and Zoom. Extra holiday food and activities were provided by the generous Healthy Holidays funding.

Incoming resources for the Charity totalled £78,830 for 2021/22 which represents a decrease of £18,055 on the previous year's income of £96,885. However, the 2020/21 figure included £25,000 income for Healthy Holiday expenditure during 2021/22. This year's income also includes £12,762 received just before year end for Jimbo's expenditure during 2022/23.

Expenditure for the year was £70,153 being an increase of £9,751 from last year's expenditure of £60,402. Spending was higher than the previous year, mainly due to the increased holiday activities, sporting activities financed by a specific grant, and the gradual opening up of more activities towards year end. Increased rent reflected increased usage of the building as the year progressed. Office expenses included a new laptop to replace a life-expired pc. Volunteer expenses reduced because delivery of food parcels ceased as COVID-19 restrictions eased. Hardship payments and prepaid fares increased but this reflected increased donations and grants specifically for this purpose.

Overall, there was a net income for the year of £8,677. At 31 March 2022 the Charity holds reserves totalling £84,792 of which £45,993 are restricted to be spent on specified purposes (Note 5 to the accounts) and £38,799 are unrestricted to be spent at the trustees' discretion. All the Charity's year end liabilities are covered by available funds.

The trustees have assessed that the existing level of reserves together with funding received since the year end is likely to be sufficient to sustain Meeting Point activities throughout 2022/23 and beyond. Further funding bids are planned to ensure the longer-term financial security of the Project.

The Charity continues to closely monitor its finances during the year and to manage the scale of its activities to ensure it can meet its liabilities as they fall due.

## Reserves Policy

The reserves policy, approved by the Board January 2018, aims to maintain free reserves to cover between 3 and 9 months' running costs to protect the Charity's core activities from any short-term funding shortfall. In addition, the trustees have set aside free reserves to meet the estimated costs of staff redundancies should they crystallise in future. This does not imply any expectation that staff will need to be made redundant but recognises that the funding environment means trustees should act prudently to ensure funds are available to fulfil all contractual liabilities.

Unrestricted funds total £38,799 at 31 March 2022 which, after set aside of £5,498, represents 6 months' worth of budgeted expenditure for the Charity's core activities, anticipating removal of any remaining restrictions on activities during the year due to Covid-19 guidance. This figure falls within the range adopted by the trustees. The trustees regularly monitor the level of reserves to comply with the reserves policy.

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Statement of Trustees' Responsibilities

The individuals who were trustees at some point during the year ended 31 March 2021 are pictured below.



**Steve Appleton**  
(Chair)



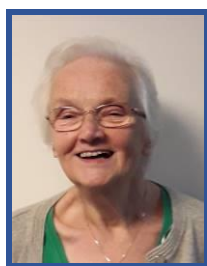
**Rev Phil Arnold**



**Laurence Dilworth**



**Kath Hvnes**



**Joyce le Masurier**



**Philip le Masurier**



**Helen Radelaar**



**Ann Weir**



**Elaine Wyatt**

The trustees (who are also the directors for the purpose of company law) are responsible for preparing the Trustees' Report and Financial Statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose the reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts 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.

This report has 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 (FRS 102) (effective 1 January 2019) and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the Board of Trustees:

**Signed:** ...Steve Appleton.....

**Name:** Steve Appleton (Chair of Trustees)

**Date:** ...7<sup>th</sup> June 2022.....



# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Independent examiner's report to the trustees of Christ Church Armley Community Projects Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2022, which are set out on pages 14 to 19.

### Responsibilities and basis of report

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

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

### Independent examiner's statement

I have completed my examination. I confirm that no material 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

Signed: .....C Welling.....

Name: Claire Welling

Date: .....8/6/2022.....

### West Yorkshire Community Accountancy Service CIO

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW



# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Statement of Financial Activities (including summary income and expenditure account) for the period 1 April 2021 to 31 March 2022

	Notes	2021/22	2021/22	2021/22	2020/21	2020/21	2020/21
		Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
		£	£	£	£	£	£
<b>Incoming resources</b>							
Grants and donations	(2)	16,475	62,328	78,803	12,080	84,760	96,840
Interest earned		27	-	27	45	-	45
<b>Total incoming resources</b>		16,502	62,328	78,830	12,125	84,760	96,885
<b>Resources expended</b>							
Staff costs	(3)	2,417	31,841	34,258	2,105	32,654	34,759
Events & activities		261	13,415	13,676	397	3,980	4,377
Facilities & rent	(4)	100	2,580	2,680	-	2,400	2,400
Office expenses		587	1,080	1,667	363	585	948
Hardship payments		109	14,280	14,389	577	13,031	13,608
Professional services		1,086	-	1,086	849	-	849
Insurance		927	300	1,227	401	800	1,201
Training		20	120	140	45	161	206
Volunteer expenses		-	316	316	343	1,141	1,484
Independent examination fee	(12)	600	-	600	570	-	570
Advertising & publicity		114	-	114	-	-	-
<b>Total resources expended</b>		6,221	63,932	70,153	5,650	54,752	60,402
<b>Net income/ (expenditure)</b>		10,281	(1,604)	8,677	6,475	30,008	36,483
<b>Fund balances brought forward</b>		28,518	47,597	76,115	22,043	17,589	39,632
<b>Fund balances carried forward</b>	(5)	38,799	45,993	84,792	28,518	47,597	76,115

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Balance Sheet as at 31 March 2022

		31 March 2022	31 March 2022	31 March 2022	31 March 2021
	Notes	Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
<b>Current assets</b>					
Stock	(7)	411	520	931	1,068
Debtors and prepayments	(8)	399	10,152	10,551	18,706
Cash at bank and in hand	(9)	41,177	35,439	76,616	59,211
<b>Total current assets</b>		<b>41,987</b>	<b>46,111</b>	<b>88,098</b>	<b>78,985</b>
<b>liabilities: amounts falling due within one year</b>					
Creditors and accruals	(10)	3,188	118	3,306	2,870
<b>Total current liabilities</b>		<b>3,188</b>	<b>118</b>	<b>3,306</b>	<b>2,870</b>
<b>Net current assets/(liabilities)</b>		<b>38,799</b>	<b>45,993</b>	<b>84,792</b>	<b>76,115</b>
<b>Net assets</b>		<b>38,799</b>	<b>45,993</b>	<b>84,792</b>	<b>76,115</b>
<b>Funds</b>					
Unrestricted funds		38,799	-	38,799	28,518
Restricted funds	(6)	-	45,993	45,993	47,597
<b>Total funds</b>		<b>38,799</b>	<b>45,993</b>	<b>84,792</b>	<b>76,115</b>
For the year ending 31 March 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.					
The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.					
These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial Reporting Standard 102 (effective					
The financial statements, which include notes 1 to 12, were approved at a meeting of the trustees and signed on its behalf by:					
Signed: .....Kath Hynes...		Date: ...7th June 2022.			
Kath Hynes Finance Director					

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Notes to the accounts for the period 1 April 2021 to 31 March 2022

### 1. Accounting policies

#### Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the accounts. The accounts 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 the Republic of Ireland (FRS102)(effective 1 January 2019) and with the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS102.

#### Going concern

The trustees have assessed the Charity's going concern and are satisfied that there are no material uncertainties about the Charity's ability to continue.

#### Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the Charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

#### Grants and donations

Grants and donations are only included in the SOFA when the Charity has unconditional entitlement to the resources. Future instalments on multi-year grants are only recognised when the trustees are virtually certain that conditions for future payment have been satisfied.

#### Gifts in kind

The Charity receives gifts of food, second hand clothes, footwear and household items for use at the Meeting Point drop-in and for distribution to asylum seekers and refugees. As the fair value of donated items is non-material they are not recognised in the financial statements.

The work of volunteers is not included in the financial statements.

#### Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the Charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### Employee benefits

Annual leave untaken at year end is recognised as a liability to the extent that it may be carried forward.

#### Leases

Rents under operating leases are charged on a straight-line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

#### Taxation

As a charity the organisation is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

#### Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental acquisition expenses. Gifted assets are shown at the value to the Charity on receipt.

#### Stock

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

#### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or grant making body.

Further explanation of the nature and purpose of each fund is included in Note 5 to the accounts.

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Notes to the accounts for the period 1 April 2021 to 31 March 2022

2 Grants and donations		2021/22	2021/22	2021/22	2020/21
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
Meeting Point		£	£	£	£
Jimbo's Fund (Leeds Community Foundation)		-	12,762	12,762	-
Brelms Trust			10,000	10,000	5,000
Evan Cornish Foundation			10,000	10,000	10,000
West Yorkshire Police		-	5,974	5,974	5,719
Unity in Poverty Action		-	5,000	5,000	3,000
Allen Lane Foundation		-	4,000	4,000	4,000
Comic Relief (Groundwork)		-	4,000	4,000	-
Healthy Holidays (Leeds Community Foundation)		-	2,000	2,000	30,000
Winter Wellbeing Fund (Leeds Community F'n)		-	1,925	1,925	-
Hillards Charitable Trust		-	1,000	1,000	-
St. Robert's Pannel Parochial Church Council		1,000	-	1,000	1,000
Christ Church Upper Armley PCC		520	-	520	-
Groundwork Tesco Bags of Help		-	500	500	1,000
Henry Hyams Solicitors		277	-	277	-
Greater Lincolnshire Area of Sanctuary		-	200	200	725
Resilience Fund (Leeds Community Foundation)		-	-	-	9,919
29.05.61 Charitable Trust		-	-	-	3,000
Big Change Fund (Leeds Community Foundation)		-	-	-	2,500
Yorkshire Building Society Charitable Foundation		-	-	-	2,000
Leeds City Council (Community Covid Fund)		-	-	-	700
Leeds City Council (Community Wellbeing Fund)		-	-	-	500
Groundwork UK		-	-	-	500
Neighbourly Community Fund		400	-	400	400
Other donations		14,278	4,967	19,245	16,877
<b>Total grants and donations</b>		<b>16,475</b>	<b>62,328</b>	<b>78,803</b>	<b>96,840</b>

### 3 Staff costs and numbers

	2021/22	2020/21
	£	£
Gross salaries	33,491	34,005
Pensions	767	754
<b>Total staff costs</b>	<b>34,258</b>	<b>34,759</b>

#### Defined contribution pension scheme

2021/22      2020/21

£              £

Costs of the scheme to the charitable company for the year      767      754

The number of employees analysed by activity and expressed as full time equivalents (FTE)

	2021/22	2020/21
	FTE	FTE
Meeting Point	1.4	1.4
Core administration	0.1	0.1
<b>Total</b>	<b>1.5</b>	<b>1.5</b>

The average number of employees during the year was 3 (3 2020/21) being an average of 1.5 FTEs (1.5 2020/21). All employees were part-time for both 2021/22 and 2020/21.

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Notes to the accounts for the period 1 April 2021 to 31 March 2022

### 4 Operating leases

The Charity uses part of Christ Church Upper Armley under licence from the Parochial Church Council (PCC) as a base for its activities. The agreement can be terminated by either party without penalty so no future commitments arise. The Charity paid £2,680 to the PCC (£2,400 2020/21) for the use of the building and provision of cleaning.

### 5 Restricted Funds

	Balances 1 April 2021	Incoming resources	Expended resources	Balances 31 March 2022
Meeting Point:	£	£	£	£
29.05.61 Charitable Trust	3,000	-	(3,000)	-
Allen Lane Foundation	4,000	4,000	(4,000)	4,000
Brelms Trust	-	10,000	(5,000)	5,000
Comic Relief (Groundwork)	-	4,000	(4,000)	-
Destitution Fund	2,357	4,694	(4,841)	2,210
English Language Classes Fund	843	-	(14)	829
Evan Cornish Foundation	1,140	10,000	(1,140)	10,000
Greater Lincolnshire Area of Sanctuary	269	200	(145)	324
Groundwork Tesco Bags of Help	998	500	(998)	500
Healthy Holidays (Leeds Community Foundation)	23,412	2,000	(25,412)	-
Hillards Charitable Trust	-	1,000	(36)	964
Jimbo's Fund (Leeds Community Foundation)	-	12,762	-	12,762
Sport England	4,268	-	(4,268)	-
Trips & Residentials Fund	2	-	(2)	-
Unity in Poverty Action	382	5,000	(3,209)	2,173
West Yorkshire Police	5,719	5,974	(5,719)	5,974
Winter Wellbeing Fund (Leeds Community F'n)	-	1,925	(1,925)	-
Women's Group Fund	1,207	273	(223)	1,257
<b>Total Restricted Funds</b>	<b>47,597</b>	<b>62,328</b>	<b>(63,932)</b>	<b>45,993</b>

### Restricted Fund

### Purpose of restriction

29.05.61 Charitable Trust	For Project Manager's salary
Allen Lane Foundation	For core project costs
Brelms Trust	For salaries
Comic Relief (Groundwork)	For salaries, rent & fares
Destitution Fund	For hardship payments to asylum seekers and refugees
English Language Classes Fund	For English language classes
Evan Cornish Foundation	For rent, group work, food & staff salaries
Greater Lincolnshire Area of Sanctuary	For provision of food & other supplies
Groundwork Tesco Bags of Help	For core project costs
Healthy Holidays (Leeds Community Foundation)	For holiday activities
Hillards Charitable Trusts	For food & fares
Jimbo's Fund (Leeds Community Foundation)	For drop-in costs
Sport England	For Women's Group costs specifically sports participation
Trips & Residentials Fund	For trips and residentials
Unity in Poverty Action	For provision of food and related costs
West Yorkshire Police	For salaries, rent & volunteer costs
Winter Wellbeing Fund (Leeds Community F'n)	For rent & fares
Women's Group Fund	For Women's Group work and activities

### 6 Stock

	31 March 2022	31 March 2021
	£	£
First Leeds bus tickets	-	685
First West Yorkshire bus tickets	931	383
<b>Total</b>	<b>931</b>	<b>1,068</b>

# CHRIST CHURCH ARMLEY COMMUNITY PROJECTS LIMITED

## Notes to the accounts for the period 1 April 2021 to 31 March 2022

<b>7 Debtors &amp; Prepayments</b>	31 March 2022	31 March 2021			
	£	£			
Debtors	10,299	18,321			
Prepayments	252	385			
Total	<u>10,551</u>	<u>18,706</u>			
No debtors have been impaired and are expected to be fully settled within 12 months.					
<b>8 Cash at bank and in hand</b>	31 March 2022	31 March 2021			
	£	£			
Unity Trust Bank	76,358	58,782			
Petty cash	258	430			
Total	<u>76,616</u>	<u>59,212</u>			
<b>9 Creditors and accruals</b>	31 March 2022	31 March 2021			
	£	£			
Trade creditors	118	305			
Accruals	3,188	2,565			
Total	<u>3,306</u>	<u>2,870</u>			
<b>10 Trustee remuneration and expenses</b>					
No trustee received any remuneration or other benefits, either directly or indirectly, or any expenses during the year (nil 2020/21).					
<b>11 Related party transactions</b>					
<b>Key management personnel</b>					
Employee benefits of the charitable company's key management personnel totalled £16,521 for the year (£16,621 2020/21). The Project Manager is the key management personnel.					
<b>Other related party transactions</b>					
Christ Church Upper Armley Parochial Church Council (the PCC) is a related party of the charitable company. Under the company's articles of association the PCC has the right to appoint 4 trustees out of a maximum of 12.					
Stephen Appleton became a member of Christ Church Upper Armley Parochial Church Council (the PCC) on 17 November 2019. Reverend Phil Arnold became the chair of Christ Church Upper Armley PCC on 22 September 2020.					
The company paid the PCC £2,680 for use of the church building (2020/21 £2,400). There were no balances with the PCC at 31 March 2022 (nil at 31 March 2021). The PCC gave the Charity £520 during 2021/22 for work with refugees and asylum seekers (2020/21 nil).					
<b>12 Independent examination</b>					
The £600 fee paid to West Yorkshire Community Accounting Services (WYCAS) (£570 2020/21), as reported on the Statement of Financial Activities, relates solely to independent examination. The Charity also paid WYCAS £252 during 2021/22 (£252 2020/21) for a licence to use QuickBooks Online.					