

HARROGATE AND AREA CVS LTD

England & Wales · Charity number 1144758

Details

Other names	HACVS, HADCA, HARCVS, HARROGATE & RIPON CENTRES FOR VOLUNTARY SERVICE, Harrogate & District Community Action
Status	Registered
Legal form	Charitable company
Company number	07760477
Registered	2011-11-23
Register	View on the Charity Commission register

Contact

Address	Harrogate Community House 46 -50 East Parade Harrogate HG1 5LT
Phone	01423504074
Email	hadca@hadca.org.uk
Website	www.hadca.org.uk

Activities

Objects: 1)TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF THE PUBLIC, PRINCIPALLY BUT NOT EXCLUSIVELY IN THE LOCAL GOVERNMENT AREA OF THE HARROGATE DISTRICT AND ITS ENVIRONS(HEREINAFTER CALLED THE "AREA OF BENEFIT") AND, IN PARTICULAR, BUILD THE CAPACITY OF CHARITIES, VOLUNTARY ORGANISATIONS AND SOCIAL ENTERPRISES AND PROVIDE THEM WITH THE NECESSARY SUPPORT, INFORMATION AND SERVICES TO ENABLE THEM TO PURSUE OR CONTRIBUTE TO ANY CHARITABLE PURPOSE.2)TO PROMOTE, ORGANISE AND FACILITATE CO-OPERATION AND PARTNERSHIP WORKING BETWEEN CHARITIES, VOLUNTARY ORGANISATIONS AND SOCIAL ENTERPRISES; AND STATUTORY AND OTHER RELEVANT BODIES IN THE ACHIEVEMENT OF THE ABOVE PURPOSES WITHIN THE AREA OF BENEFIT.3) FOR THE PUBLIC BENEFIT TO ASSIST IN THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF MENTAL AND PHYSICAL HEALTH AND THE RELIEF OF POVERTY, DISTRESS AND SICKNESS WITHIN THE AREA OF BENEFIT.

Activities: SINCE 1988 HADCA HAS PROVIDED INNOVATIVE SPECIALIST INFORMATION, RESOURCES & SUPPORT TO VOLUNTEERS, CHARITIES & COMMUNITY GROUPS TO ENABLE THEM

TO MAKE A POSITIVE DIFFERENCE IN HARROGATE DISTRICT. SERVICES INCLUDE INFORMATION UPDATES; COMMUNITY INFORMATION & VOLUNTEERING DIRECTORIES; NETWORKS; PRACTICAL SUPPORT TO HELP PEOPLE REMAIN INDEPENDENT AT HOME; HARROGATE COMMUNITY HOUSE

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** LOCAL GOVERNMENT AREA OF HARROGATE DISTRICT AND ITS ENVIRONS
- North Yorkshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£303,750	£324,939	-	-
2024-03-31	£463,186	£420,307	-	-
2023-03-31	£506,421	£470,222	£765,242	24
2022-03-31	£433,928	£423,999	-	-
2021-03-31	£458,844	£420,245	-	-

Trustees

Name	Role	Appointed
Alistair William Ratcliffe		2021-10-14
Clare Schmidt		2025-10-16
Dr Phyllis Johnson		2021-10-14
Helen Claire Bournier		2020-10-15
Michael Peter Tremearne Curnow		2025-10-16
Samuel John Gibbs		2021-03-18
Victoria Kathryn Oldham		2024-02-07

HARROGATE AND AREA CVS LTD

England & Wales - Charity number 1144758

Accounts

Charity Registration No. 1144758

Company Registration No. 7760477 (England and Wales)



**HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
KNOWN AS HARROGATE AND DISTRICT COMMUNITY ACTION**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Helen Claire Bourner - Chair	
	Samuel John Gibbs - N Yorkshire Council nominated trustee	
	Alistair Ratcliffe	
	(Susan) Ann Allen	(Resigned 15 April 2025)
	Dr Phyllis Johnson (Hughes)	
	James Plummer	(Resigned 31 December 2024)
	Victoria Oldham	
Charity number	1144758	
Company number	7760477	
Registered office & principal address	Community House 46-50 East Parade Harrogate HG1 5RR	
Independent examiner	Frances Howard FCA Fortus Limited Business Advisors and Accountants Equinox House Clifton Park Shipton Road York YO30 5PA	
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	
Key Management Personnel	Frances Elliot - Chief Executive & Company Secretary	(Resigned 30 April 2025)
	Elaine Stevenson - Chief Executive & Company Secretary	(Appointed 14 April 2025)
	Lizzie Hughes - Development Manager	
	Phil Newby - Finance Officer	
Other names	HADCA HARCVS Harrogate & District Community Action Harrogate & Ripon Centres for Voluntary Service	

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

The legal and administrative information page forms part of this report.

Objectives and activities

The objects of the charity and company, as stated in the Memorandum and Articles of Association are:

- To promote any charitable purposes for the benefit of the public, primarily but not exclusively in the local government area of Harrogate District and its environs (the 'area of benefit') and, in particular, build the capacity of charities, voluntary organisations and social enterprises and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- To promote, organise and facilitate co-operation and partnership working between charities, voluntary organisations and social enterprises; and statutory and other relevant bodies in the achievement of the above purpose within the area of benefit.
- For the public benefit to assist in the advancement of education, the protection of mental and physical health and the relief of poverty, distress and sickness, within the area of benefit.

Our Vision:

People in the Harrogate District benefit from leading fulfilling and active lives and make a positive contribution to local community life.

Our Mission:

To support our communities, charities and volunteers to make the Harrogate District a great place in which to live and work.

Our Overall Aims:

- To help people take positive action to identify and meet the needs of their communities and enhance their own lives in doing so;
- To help enable people to live independently by providing personalised information about their choices for support, some of which may be HADCA-led services;
- To ensure that the role of charities and volunteers across the Harrogate District is recognised, and their contribution is valued and supported;
- To support the local voluntary and community sector to have a strong voice and effective influence on all decision makers in our area.

Our Strategic Objectives:

1. To provide local voluntary and community sector information services
1. To support local community and social action, especially volunteering
1. To support local community fundraising
1. To provide services which help people stay safe and well at home, supported by volunteers
1. To ensure HADCA is fit for purpose, independent and marketed effectively

Our vision, mission, aims and objectives continue to be reviewed as we work towards completion of a new strategic plan taking account of ongoing changes to our grant and contract funding.

Public benefit

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The trustees consider that all the activities of HADCA are carried out for the public benefit, as illustrated in this annual report.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Activities of the Charity during the year

Harrogate & District Community Action (HADCA) exists to provide support to charities, voluntary and community groups and volunteers across the Harrogate District of North Yorkshire. We are a member-led organisation and have a membership of over 200 local voluntary and community sector (VCS) organisations. We can trace our history back to 1963 with the establishment of Ripon CVS. Harrogate and Area CVS was founded in 1988 and incorporated Harrogate Volunteer Centre, which had been set up in 1973. The Harrogate and Ripon organisations came together in 2013 to form an organisation which now serves the whole former district. At that time the trading name Harrogate and Ripon Centres for Voluntary Service was adopted and this was changed on 1st May 2020 to Harrogate and District Community Action, to better reflect the charity's role.

HADCA is a local independent multi-purpose charity working in partnership with a wide range of voluntary, public and private sector organisations, connecting and collaborating to support local community and social action. Our information services remain at the heart of our role, with three further themes of local voluntary action, local fundraising and practical support. Connecting and collaborating continues to underpin all our work. Our services are available to charitable groups of all sizes, from small neighbourhood groups through to large regional and national charities based in the Harrogate District.

We own and manage Harrogate Community House to provide reasonably priced office accommodation for 15 voluntary organisations and good quality affordable meeting space for a variety of community activities.

Under the umbrella of the Harrogate Easier Living Project (HELP) we offer a range of practical services for people in need of some additional support.

Funding

Strategic grant aid that had been provided to us by Harrogate Borough Council (HBC) over many years was continued during the transition to North Yorkshire Council. This was for both our community action work supporting the local voluntary sector and for one of our practical support services. This was reviewed in 2024/25 as part of a wider exercise to look at the Council's support for the voluntary sector. We also receive a smaller grant from Ripon City Council to support a forum for the Ripon area.

We were successful in being awarded funding from Health and Adult Services to contribute towards our wellbeing and prevention work in Ripon from April 2023 for three years, for which we use the name "HELP Ripon and Rural".

Information services

We provide a wide range of information including funding, networking and learning opportunities. We promote voluntary sector services, activities, events, news, jobs and volunteering opportunities via our weekly e-bulletin and extensive networks. Our online Where to Turn and Volunteering Directories are at the heart of this work. We prioritise ensuring that both are kept up to date, accurate and widely promoted so that they are the first port of call for people looking to get involved in the local voluntary and community sector.

Via our reception service at Harrogate Community House, we meet and greet a wide range of visitors and callers and ensure they receive a warm welcome and helpful information and advice. We also keep a wide range of literature on local activities, services and volunteering opportunities in the Community House Information Centre.

Local Community Action

HADCA supports local voluntary organisations and community groups to strengthen their organisations by being better informed and being more aware of emerging local needs and priorities. HADCA provides opportunities to network, to work in partnership and to be involved and influence local decision making.

HADCA seeks to be involved in and influence local decision making, working closely with partners from all sectors to ensure a thriving local voluntary and community sector, contributing to local partnership initiatives as opportunities and new needs arise. We also use our connections and networks to feed information through to regional and national partners such as our national associations (NAVCA, NCVO and Locality), the Voluntary and Community Sector Emergency Partnership (VCSEP), the Localities Care Partnership (LCP) and the North Yorkshire VCSE Health and Care Sector Assembly. We disseminate useful updates from these and other relevant organisations.

We support local community action via a programme of networks, enabling voluntary and community sector representatives to meet, share issues, achievements and opportunities to work together. We also do this informally by signposting or introducing people with specific interests or needs for support to others who have shared interests locally.

We promote local volunteering and provide information on local volunteering opportunities, with a focus on the online HADCA Volunteering Directory which has been in operation since October 2016. We provide further support to volunteer-involving organisations via regular information updates.

Our local community action work has led us to work on projects to get new people into volunteering, which have grown in success this year:

- A first full year for Help out Harrogate (recruiting volunteers who go out 'on loan' where one off help is needed, e.g. community events or charity fundraisers). We have developed plans for piloting 'Help Out Ripon' and supporting 'Help Out Whitby' due to popular demand.
- Community Fit (encouraging a combination of more physical activity and volunteering)
- Power of 10 (a programme to encourage the creation of more volunteering roles for young people in Ripon and a rewards scheme for those young people who reach specific milestones in their volunteering). We have developed plans for piloting PO10 in Harrogate.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Local fundraising

It is part of our role to ensure that the Harrogate District voluntary and community sector is resilient and well prepared, and we work to support THE LOCAL FUND for the Harrogate District, which was launched in partnership with HADCA, the then Harrogate Borough Council and Two Ridings Community Foundation in January 2018. The ambition is to build a substantial endowment fund that can be easily accessed by local charities to help them meet the needs of their beneficiaries. The fund itself is held and managed by Two Ridings Community Foundation and HADCA's role is to co-ordinate the overall partnership, promote the fund to potential donors and recipients and participate in the panel which distributes funds

Providing prevention services for people in challenging times

Via the Harrogate Easier Living Project (HELP), HADCA works with volunteers to help people whose circumstances mean they need additional support to remain healthy, independent and safe in their own homes, reducing the need for statutory and NHS services. These services were provided to people unable to access affordable support from any other providers and those without a trusted local support network. Clients can easily self-refer, and we receive referrals from the hospital and social services. The key services offered during this period were:

In the home:

- Help for people needing assistance with seasonal garden control, preparation of rooms and installation of hospital furniture and equipment after stay in hospital, installation of handrails, installation of key safes for carer access, decorating, basic repairs and other one-off practical tasks (Help at Home).
- Ripon & Rural Befriending Service provides one to one companionship and support for adults of all ages in the northern part of the district.

Away from the home:

- Information and signposting is a key part of our offer. This service is especially valuable for those who are not digitally engaged or active.
- Social activities such as our Ripon Friendship and Exercise Club, with transport, and Afternoon Teas for clients in Harrogate.

In March 2025, HADCA employed 13 staff (6.28 full time equivalents). However, we were only able to provide our services due to the support of 170 volunteers (55 regular volunteers and 115 occasional volunteers).

ACHIEVEMENTS AND PERFORMANCE DURING 2024/25

General overview

The charity was led throughout the year by Frances Elliot, Chief Executive and Lizzie Hughes, Development Manager. Frances joined the HADCA team as HELP Services Manager in 2011 and was appointed as Chief Executive in 2020. Frances left in May 2025 and staff and trustees hope to continue to build on all that she has achieved during her career at Harrogate & District Community Action.

Health and safety, data security and safeguarding are considered at every board and team meeting to ensure we comply with all regulatory requirements relevant to our services. We work hard to ensure all our risk assessments, policies and procedures are kept up to date and that staff and volunteers are aware of all key decisions. Staff and volunteers continue to participate in a wide range of training and development and particularly benefited from the increase in online training on offer.

Information services

A key role for HADCA is to promote the local voluntary and community sector and we continue to use a variety of methods to do so, including social media. We have strong links with the local media and contribute two monthly columns in the Harrogate and Ripon weekly newspapers to highlight the work of the sector. Our free online Introduction Sessions help connect new colleagues from statutory and voluntary organisations, as well as local residents and businesses. Health and social care professionals became more aware of local voluntary sector services and how to refer their clients. 42 people participated in 6 sessions.

The HADCA e-bulletins continued to be issued weekly during 2024/25 to keep over 1,000 local charity and community contacts up to date with information on grants; resources; local community food provision; energy and general cost of living support; local community venues offering activities and 'warm welcome spaces'; training and networking opportunities and consultations. They also promoted local charity news, new and changed services, activities, events, volunteering opportunities and charity jobs. Over the year over 420 community events and 108 charity jobs were promoted. Anyone can add community news for inclusion and to subscribe for free. Our circulation list also includes local health and social care professionals, local councillors and churches. In the run up to Christmas, we updated and shared information about various ways to support local charities and each other during the festive season. Updated information was shared on warm and welcoming places open over the winter months and local community food provision.

HADCA promotes and celebrates voluntary and community action on X, Facebook, Instagram and LinkedIn. Daily posts promote local support, opportunities and resources with over 4,550 X and 1,460 Facebook followers.

The fully searchable online 'Where to Turn' directory contains over 800 charity services and community activities providing support for good health and wellbeing. Our community events calendar lists around 40 – 70 forthcoming events (including online) at any one time for charities, volunteers and people in our communities to connect, learn and have a good time.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Information services (continued)

We attend events across the district to make new connections and to increase awareness of the information, support, learning and opportunities available. This year these included Sights and Sounds of Ripon, Bilton and Woodfield Community Day, Harrogate Allotment Show, Starbeck Information Day, Ashville College and Harrogate Grammar School Careers Fairs, Menwith Hill Health and Wellbeing Fair, North Yorkshire Connected Spaces Forum, Harrogate Christmas Fayre and the Harrogate Kindness Festival.

Local community action

Our fully searchable online Volunteering Directory helps people find roles according to their interests, skills, needs and availability. Local volunteering opportunities, and the benefits of volunteering, are promoted through local and social media, promotional postcards, booklets of ideas and opportunities (including for under 18's) and partnerships with local organisations. We also work behind the scenes to make sure potential volunteers have the best possible experience. We provide assistance online, by phone and in person for people who need a little extra help to use our Directories to find support, activities or a suitable volunteering role and, for people recruiting volunteers, listing opportunities for the first time.

There were around 150 local volunteering opportunities listed in our directory at any one time, and over the year we helped organisations to recruit volunteers for 297 different roles.

The regular Harrogate District Volunteering Network newsletter continued to keep over 750 local volunteer organisers up to date with resources to recruit and manage volunteers effectively.

Key strands of our work are to bring people together to share best practice and opportunities, to work together to improve local services and community connections, and to give voluntary sector organisations voice and influence with decision makers. We organised and supported 8 forum and network meetings, attended by 143 people. In October, the HADCA AGM brought together 71 people at a local community venue to share opportunities to work together with our volunteering projects, and with our local partners Macmillan Support to connect people living with and beyond cancer to support and activities for their physical and emotional recovery.

Regular targeted e-mail updates were compiled and circulated to keep members of the following groups up to date on relevant current events and issues:

- Connecting Ripon Network is a partnership group which has grown to 155 members, representing 84 organisations, facilitated by HADCA for voluntary, community and faith sector organisations to work together to strengthen volunteering and community connections in Ripon and the surrounding villages. It met 4 times in 2024/25.
- Harrogate District VCS Chief Officers and Chairs Group is a network of 86 decision makers who share news, views, the challenges of managing change and opportunities for funding and partnership working. 4 meetings were held in 2024/25. The group acts as a source of intelligence about local needs for the Humber and NY Health and Care Partnership. Members met to discuss their main challenges and provided feedback to establish how the Harrogate and Knaresborough Local Area Committee of North Yorkshire Council could best support the local sector.
- In consultation with local fundraisers, this year we launched a new Harrogate Fundraising Network, to strengthen the opportunities for attracting funding into our district. This network meets every 2-3 months at Harrogate Community House to offer peer to peer support for fundraisers or those who are responsible for fundraising in their charity/non-profit, exploring opportunities for partnership working and to see where some shared knowledge could save others time and money. The group now has now held four sessions with 33 people engaging with the network.

As well as our forums and networks, we are involved in a variety of partnerships where we seek to share learning and issues gleaned from our wide range of connections. We continued to be active members of the following partnerships:

- North Yorkshire VCSE Health and Care Sector Assembly
- St Michael's Task and Finish Community Services Group
- North Yorkshire Council, Macmillan and Harrogate District Foundation Trust's Community Beacons Group
- North Yorkshire Thriving Communities Partnership Meetings
- Harrogate Chamber of Trade – regular contact and attendance at events and meetings

We actively seek opportunities to develop services and activities to support local community action and volunteering. Our three volunteering projects, working with partner organisations across the district, developed during the year to inspire local people to explore new opportunities to help out, keep active and get involved in their community:

1. Volunteering City of Ripon Project - The Power of 10

Over the last 12 months we have successfully grown and developed the Power of 10 volunteer rewards scheme (PO10) for young people within the community, attending and presenting at many events including Connecting Ripon, The Skell Valley Partnership meetings, The Uredale Community Partnership, Ripon's Youth Volunteering Network and North Yorkshires' Youth Assembly.

We worked with The Yorkshire Rivers Trust, The National Trust, Lower Ure Conservation Trust, Ripon Walled Garden and Ohana, supporting them to develop their volunteering offer to young people, to provide safe & meaningful opportunities.

In January 2025, the Skell Valley Project funded a Young Peoples Workshop bringing together 12 local organisations to create a plan to secure partnership working to provide and promote opportunities in Ripon & surrounding areas for young people. The outcomes of this workshop highlighted 2 focus areas:

- Creating a physical family/young persons' hub on the high street
- Creating an effective communications network for young people in Ripon

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2025**

1. Volunteering City of Ripon Project - The Power of 10 (continued)

These two areas have been taken forward by the Uredale Partnership working group "Youth & Community Cohesion" chaired by Jo Thackwray.

In October 2024 we played a key organisational role in Ripon's Volunteer awards, St Wilfrid's Stars. 2 of our PO10 Ambassadors won 'young volunteer of the year' award and Jo Thackwray won Supporter of Youth award. Both PO10 Ambassadors also presented powerful speeches at HADCA's AGM on their volunteering experience and the positive impact on their lives. We have developed the PO10 awards further in consultation with our PO10 Ambassadors, and participants can now achieve from 10 – 500 hours. Since January 2024 to date, approx.184 young people have received their Power of 10 awards ranging from 10 – 400 hours.

In April 2025, in collaboration with YMCA Ripon, Ripon's very first Youth Council meeting was held in Ripon Town Hall. Since the first meeting, two of our PO10 Ambassadors have been voted Chair & Vice chair of the council, with full support from Ripon City's Council.

2. Community Fit (Harrogate)

Our Community Fit partnership was initially launched as a pilot project in partnership with North Yorkshire Sport (NYS) with funding from the NHS and Harrogate Borough Council and with support from Community First Yorkshire. The project has created a community of local people who meet to be social and active while giving time to Harrogate's people and spaces. Via weekly group sessions, people run or walk together from Community House to a community group or charity where they help out for an hour, before heading back to base. Helping out is anything from sorting donations to moving furniture, painting, planting or litter picking.

In 2024-25 Community Fit members were also engaged to help members of the public with non-skilled tasks around the home and garden to support their continued independence.

Now solely managed by HADCA, Community Fit was funded in 2024 by two grants from the UK Shared Prosperity Fund and Sport England. In January 2025 we secured a grant from Awards for All which has part funded the project through this calendar year. Community fundraising, including a Quiz Night, is helping to plug the funding gap.

In 2024-25, 42 volunteers ('FitStars') collectively ran 1,614 miles to give 699 hours of help to 25 different partner organisations on 55 separate occasions. This provided much needed additional resources to those groups as well as improving the health and wellbeing of our FitStars.

3. Help Out Harrogate

This project recognises that the local voluntary sector can be more efficient and impactful when we pool resources and work together. This is at the heart of HADCA's mission and vision.

Launched in autumn 2023, the project was inspired by the surge in local community volunteering during the COVID 19 pandemic when over 350 people came forward to support those shielding with shopping and medication deliveries and 150 volunteered as marshals at the Harrogate and Ripon vaccination centres.

As life returned to normal, HADCA recognised that this fantastic cohort of volunteers could be lost unless we created new ways to engage in a flexible way and broke down barriers to participation. We also recognised that many local charities continue to be challenged by volunteer recruitment and retention.

Signing up to be part of the Help Out crew offers local people the chance to volunteer at a variety of one-off events or for ad hoc activities with different charities without the need to make any regular commitment. Members receive a fortnightly newsletter packed with opportunities available in the local area.

From April 2024 to March 2025 160 volunteers provided 757 hours of support for 72 different events and activities. They supported 27 different charities and community groups. We continued to support the NHS flu vaccination programme in the autumn by providing marshalls for six sessions at Mowbray Square Medical Centre.

Harrogate Community House

The reception team support HADCA staff, tenants and visitors with a wide range of services.

A wide variety of organisations continue to use our meeting rooms for training, workshops, meetings, interviews and one to one sessions. Meeting rooms are fully accessible and the benefit of a polycom system for hybrid meetings means people can also easily join from home or elsewhere.

Office occupancy remains high and meeting room usage has continued to increase. Electric Vehicle charging points have been installed.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Community Fundraising

The value of THE LOCAL FUND endowment (held by Two Ridings Community Foundation) has continued to grow in size, with another application round held this year. 19 local community organisations received grants totalling £42,331. Since the launch in 2018, 146 grants have been made, with over £370,000 awarded to local grassroots organisations and projects. The Fund partners continue to meet regularly and organised the annual celebration event at the West Park Hotel in November 2024, attended by over 50 stakeholders, donors, grant recipients and Friends of the Local FUND, together with the Charter Mayor of Harrogate and local media.

We have continued to promote THE LOCAL LOTTO for the Harrogate District, both to good causes and players. There are now 121 good causes signed up. At least 10p from every ticket sale is donated to THE LOCAL FUND, supporting good causes across the District. In December we supported THE LOCAL LOTTO charity hut at the Harrogate Christmas Fayre, opening every morning, making sure charities were set up OK, taking photos and promoting the 24 community organisations on the hut rota, and their charity fundraising activities, each day, across 3 social media platforms.

Services for people in the community

The Harrogate Easier Living Project (HELP)

HELP provides a range of preventative services aimed at enabling people to maintain their independence in their own homes, in part funded by North Yorkshire Council in 2024/25. Additional income is also generated via trusts, community, and corporate fundraising, as well as donations made by clients or their families.

Help at Home

This long established and vital service is provided by one part time handyman, accompanied by volunteers. We provide practical support to help people live safe, well and independently in their own homes. In 2024-25 we carried out 218 practical jobs for local people, providing 1,524 hours of support. 74% of clients are over 50, with 20% over 85. 1 in 5 of these jobs have supported people in the Bilton & Woodfield Ward which has neighbourhoods ranked as the most economic and health deprived on the Index of Multiple Deprivation. Nearly half of these jobs (43%) prevented a fall.

Ripon & Rural Befriending Service

Our Ripon befrienders continue to provide regular visits to 47 isolated older people, offering a friendly face and a listening ear. Our weekly Friendship & Exercise Club continues to provide a vital service, offering gentle seated exercise for all abilities and much appreciated social contact for 17 members. We also provide transport for 5 people to attend weekly, helping to break down the barriers to participation. The Club also serves as a valuable route to identify people in need of additional signposting or support.

Here to HELP Information Services

HADCA continues to be a focal point of contact for individual and professional signposting. People who are not digitally engaged risk missing out on important information, so we visit existing groups to offer one to one information and signposting. As well as the large number of incoming phone calls we received emails, enquiries via social media and in-person queries at Community House. We sent out regular mailings with details about where to turn for information about fuel poverty, emergency food options, the dangers of carbon monoxide and how to sign up for the Priority Services Register to get additional support from utilities providers in case of disruption to supply.

We kept a growing list of Warm Spaces up to date via our Where to Turn directory and liaised with community groups to offer our information and signposting services as needed. We shared information about cost-of-living support with local schools each term and responded to enquiries relating to the specific needs of families within those school communities.

Social Activities

Thanks to support from Ashville College and Resurrected Bites, we hosted free or low-cost Afternoon Teas to enable people to reconnect.

Fundraising

With the support of the full staff team, our Development Manager secured just over £64,000 from various Trusts and Foundations in support of our core and project services and some capital costs relating to Community House. Community fundraising secured a further £25,000 including donations from organisations and individuals plus support from local businesses.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Principal funding sources

We are extremely grateful to all the trusts, community groups, organisations and individuals who provided us with the funds necessary to carry out our work in 2024/25:

Abacus Smarter Accountants, Charles & Elsie Sykes Trust, Christ Church Junior Church, Clothworkers Foundation, Councillor Chris Aldred, Councillor Philip Broadbank, Councillor Barbara Brodigan, Councillor Sam Gibbs, Councillor Peter Lacey, Councillor Andrew Williams, Dacre URC, George A Moore Foundation, Grace Trust, Harrogate Chamber of Commerce, Kirkby Malzeard Combined Charitable Trust, Nanci Downey, National Lottery, National Trust, North Yorkshire Council, Paul Ivison, Ripon Cathedral, Ripon Pantomime Group, Harrogate Round Table, Raworths, Saints Plant Stall, Rotary Club of Harrogate, Sovereign Health Care Community Programme, St Paul's URC, Sylvia & Colin Shepherd Charitable Trust, The Hobson Charity, The Shears Foundation, TK Maxx & Homesense Foundation, Unit4, White Rose Squares, Woodlands Methodist Church, Woodroffe Benton Foundation, Yorkshire Building Society, Yorkshire Young Achievers Foundation.

In addition to these funds, HADCA receives income for its various services, from donations from individuals, as well as rental income from tenants.

We also received support in kind from several organisations including Ashville College, Cornish Bakery, Crowne Plaza Harrogate and Ripon Cathedral.

Financial Review

HADCA finished the year with an overall deficit of £21,189 (surplus of £42,879 in 2023/24). This was made up of a surplus of £12,251 within unrestricted funds and a deficit of £33,440 within restricted funds due to planned spending of money received in advance of the year.

Total income was £303,750 (£463,186 in 2024)

Our expenditure in the period was £324,939 (£420,307 in 2024).

The trustees were pleased with the overall results.

Reserves policy

The trustees have agreed that it is necessary to hold free reserves to cover the following contingencies:

- To cover the redundancy and other costs in the event of the charity winding up through a substantial loss of funding.
- To provide working capital where contracts are paid in arrears.
- To finance existing or new activities until adequate external funding is obtained.

The trustees consider that a reserve equivalent to three months' running costs is sufficient. Currently £100,000 is adequate to cover these contingencies. The actual free reserves at 31 March 2025 were £181,239 and we are running a deficit budget to apply these funds to charitable activity.

Risk management

HADCA maintains a risk register and the board of trustees and sub committees ensure that all major risks to which the charity is exposed are reviewed on a regular basis and that the systems and procedures are in place to manage these risks. Health and safety, data security and safeguarding are agenda items at every board meeting.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Future Plans

General overview

The charity continues to have the following objectives:

- Helping people stay safe and well supported by volunteers (Harrogate Easier Living Project – HELP)
- Provision of local voluntary & community sector information services (the Where to Turn directory and associated services)
- Support for Local Community & Social Action including volunteering, community fundraising via THE LOCAL FUND and the operation of Harrogate Community House.

The creation of a single unitary local authority for North Yorkshire in April 2023 has had a significant impact on all our key funding streams and services during 2024/25, as follows:

- The strategic partnership grant, formerly from Harrogate Borough Council, which supported our information and community action work at £40k per year: this was granted for 2024/25. NYCC decided to taper off the grant on an annual basis after 31/3/25 (£30k for 25/6, £20k 26/27 and £10k 27/28).
- Grant aid support from Harrogate Borough Council for the Help at Home service: this was granted by NYC for 2024/25 but not beyond this. We do receive a lot of referrals from NYC for work at council owned housing.
- NYCC Wellbeing and Prevention contract came to an end in March 2023 and Health and Adult Services replaced it with a series of hyper local grants called "Staying Healthy, Independent and Connected". We were successful in obtaining the grant towards the cost of low-level prevention services in Ripon until March 2026. However the level of grant could not warrant paying office rental in Ripon and we therefore no longer have an office base at Ripon Community House. We paused taking new referrals to our Ripon Befriending Service in Spring 2023 since the end of the contract. We have now spent 12 months seeking alternative funding that would cover the cost of a part time member of staff to assess the needs of clients one to one and to recruit, match and support befrienders, but without success. However, existing volunteers still visit the people they have been matched with and we work to signpost people to other local services and support as appropriate.
- The operation of Harrogate Community House for voluntary and community sector tenants and meeting room users: receipt of discretionary rate relief (previously from HBC) is crucial to the building's finances, and we are grateful to have had this confirmed for 2025/26.
- We applied for and were awarded the funding from NYC Localities for being the Community Anchor Organisation for Harrogate Town for 3 years commencing May 2025.

Given our depth of local knowledge, connections and profile and our track record of partnership working, we very much see HADCA, HELP and Harrogate Community House as key stakeholders within the area, providing linkage into the wider networks and systems across the public and voluntary sectors. We will seek funding from a range of sources to continue to deliver services across our area of benefit (the former Harrogate District), wherever there is an unmet need that we are best placed to serve. We will continue to collaborate with a wide range of local partners and to connect those who can help each other, recognising that there are health inequalities in our area that can only be tackled by joint working.

There will be a continued focus on fundraising, which remains challenging, as members of the public and businesses all face rising costs. Trusts and foundations are receiving an increasing number of applications, and we will have to find creative solutions to the challenge of raising additional income. This is also the case for all local voluntary and community sector organisations, and we will continue to champion The LOCAL FUND as a source of support for grass roots groups and good causes.

Helping people stay safe and well at home supported by volunteers

Our aim is always to focus on unmet need, rather than duplicate what other organisations are already doing.

Local authority funding for our Help at Home project came to an end in March 2025 and we have now introduced a charge of £25 per hour for our handyman to carry out practical tasks for clients. We are working towards attracting £7,500 from trusts and community fundraising to ensure we can continue to support those who can't afford these charges. We hope to provide 300 hours of support up to 80 clients with this funding.

Finally, connecting people to support each other or providing information that they need will always be a key aim for us. We have grown partnerships with several local VCS organisations, schools and community groups in order to reach more people and we will continue to do so, especially given the challenging financial situation facing so many people we are already in contact with, and potentially many more members of the wider public.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Local voluntary and community sector information services

We will be continuing to focus on making the best use of technology to share information to support and promote our local voluntary and community groups. The "Where to Turn" and Volunteering Directories remain at the heart of this work, and we will ensure that both are up to date, accurate and widely promoted so that they are the first port of call for people looking for support or to get involved in their local community. We will continue to provide our regular e-bulletins and newsletters and ensure all our services are GDPR compliant. We will continue to use a range of social media and traditional platforms to raise awareness of the value and contribution of our sector and the opportunities to become involved.

Support for local community and social action

We will support local voluntary action via our programme of events and networks and will continue to host forums, enabling VCS representatives to meet, share issues and influence decision makers. We are pleased to have received a small annual grant from Ripon City Council each year to March 2027, which supports our Connecting Ripon Network work.

Additional opportunities for the sector may come via the Humber and North Yorkshire Health and Care Partnership, who have embedded liaison with the voluntary and community sector from their inception. We linked our Chief Officers and Chairs group with the local VCSE Steering Group, chaired by Community First Yorkshire. We are now part of the LCP and Health Inequalities Sub group.

We will keep championing volunteering across the district, sharing information on opportunities and promoting good practice in volunteer management. This includes seeking further funding to continue to deliver our three successful volunteering projects: The Power of 10, Community Fit and Help Out Harrogate.

We will ensure that Harrogate Community House is maintained and developed as a supportive and welcoming location for voluntary and community groups to work and meet. We will explore the installation of solar panels as a potential next step in ensuring the sustainability of the building.

We will collaborate with the wider voluntary and community sector at a county wide, regional and national level wherever we can see an actual or potential benefit back to our area.

We will continue to promote and develop THE LOCAL FUND and THE LOCAL LOTTO for the Harrogate District. This includes bringing in new donations to the fund, assisting with the promotion of grant aid opportunities to beneficiaries and ongoing growth of the LOTTO. In addition, we will support good grant giving in other arenas, such as acting in an advisory capacity to the Brigantes Rotary capital grant programme, The Starbeck Fund panel and the panel for Knabs Ridge Wind Farm Community Fund.

The uncertainty over two significant funding streams had an important impact on our charity in 2024/25. We will continue to review our strategy and update the aims and objectives of the organisation to ensure HADCA remains best placed to respond to changing needs of our area, whilst adapting to our own changing finances. Our board of trustees, staff and volunteer teams remain our greatest asset, and we will continue to invest in them to achieve the best outcomes for our community.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Structure, Governance and Management

Governing document

Harrogate and Area CVS was incorporated as a company limited by guarantee at Companies House (number 7760477) on 2 September 2011. Registration with the Charity Commission (number 1144758) took place on 23 November 2011. The memorandum and articles were amended by special resolutions at Companies House on 26 March 2012 and 13 October 2022.

The charity is a membership organisation and as of 31 March 2025 the organisation had 225 members. Our memorandum and articles of association requires that members make up 60% of the board of trustees.

Recruitment, appointment and induction of trustees

Appointment of trustees is governed by the memorandum and articles of association. The board of trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee.

One third of the trustees must retire at the Annual General Meeting. However, if eligible, they may offer themselves for re-election, serving a maximum period of up to 6 years (two three-year terms).

Organisational structure

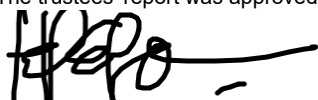
The board of trustees of the charity holds a minimum of four board meetings per year, plus two board development sessions. In addition, there are sub-committees for finance and property:

Finance:
Victoria Oldham (Chair from February 2024)
Phyl Hughes
Alistair Ratcliffe

Property:
Sam Gibbs
Helen Bournier

Operational management is delegated to the Chief Executive, who is supported by a team of staff and volunteers in three areas of work; community action services, services to individuals and business support. In 2024/25 the management team was made up of the Chief Executive, the Development Manager and the Finance Officer. The Finance Officer is responsible for the day to day financial management of the charity.

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



Helen Claire Bournier - Chair
Trustee

Date: 16 September 2025

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2025

The trustees, who are also the directors of Harrogate & Area Council for Voluntary Service Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

I report to the trustees on my examination of the financial statements of Harrogate & Area Council for Voluntary Service Ltd (the charity) for the year ended 31 March 2025.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Frances Howard

Frances Howard FCA

Fortus Limited
Business Advisors and Accountants
Equinox House
Clifton Park
Shipton Road
YO30 5PA
York

Dated: 24 September 2025

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Notes							
Income and endowments							
Donations and legacies	2	5,218	47,968	53,186	36,469	67,386	103,855
Charitable activities	3	148,141	95,147	243,288	157,342	196,686	354,028
Investments	4	6,576	-	6,576	5,303	-	5,303
Other income	5	-	700	700	-	-	-
Total income		159,935	143,815	303,750	199,114	264,072	463,186
Expenditure							
Raising funds	6	-	1,052	1,052	-	1,389	1,389
Charitable activities	7	147,684	176,203	323,887	183,146	235,772	418,918
Total expenditure		147,684	177,255	324,939	183,146	237,161	420,307
Net income/(expenditure) for the year/							
Net movement in funds		12,251	(33,440)	(21,189)	15,968	26,911	42,879
Fund balances at 1 April 2024		195,557	612,564	808,121	179,589	585,653	765,242
Fund balances at 31 March 2025		207,808	579,124	786,932	195,557	612,564	808,121

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	12		514,372		525,992
Current assets					
Debtors	13	10,834		24,816	
Cash at bank and in hand		288,443		281,899	
		<u>299,277</u>		<u>306,715</u>	
Creditors: amounts falling due within one year	14	<u>(26,717)</u>		<u>(24,586)</u>	
Net current assets			272,560		282,129
Total assets less current liabilities			<u>786,932</u>		<u>808,121</u>
Income funds					
Restricted funds	16		579,124		612,564
Unrestricted funds			207,808		195,557
			<u>786,932</u>		<u>808,121</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 16 September 2025



Helen Claire Bournier - Chair
Trustee

Company registration number 7760477

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash generated from operations	20		5,693		42,243
Investing activities					
Purchase of tangible fixed assets		(6,425)		(17,062)	
Proceeds from disposal of tangible fixed assets		700		-	
Investment income received		6,576		5,303	
Net cash generated from/(used in) investing activities			851		(11,759)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			6,544		30,484
Cash and cash equivalents at beginning of year			281,899		251,415
Cash and cash equivalents at end of year			288,443		281,899

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Harrogate & Area Council for Voluntary Service Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Community House, 46-50 East Parade, Harrogate, HG1 5RR.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

1.5 Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

Raising funds are those costs incurred in attracting donations and legacies and those incurred in trading activities that raise funds.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the direct costs and support costs relating to such activities.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include its audit fees and costs linked to the strategic management of the charity.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Fixed assets are stated at cost or valuation less accumulated depreciation. Individual fixed assets costing £1,000 or more are capitalised at cost.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Buildings	2%
Computers and office equipment	33%
Vehicles	25%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.8 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.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price.

Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.9 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits. The amounts included within termination payments are paid to the employee in line with the company redundancy policy.

Pensions

The charity contributes to defined contribution pension schemes in respect of its employees. The assets of these schemes are entirely separate to those of the charity. The pension cost shown represents contributions payable by the charity in respect of the employees.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2025 £	2025 £	2025 £	2024 £	2024 £	2024 £
Donations	4,042	44,328	48,370	35,230	20,275	55,505
Legacies	-	3,640	3,640	-	47,111	47,111
Gift aid	1,176	-	1,176	1,239	-	1,239
	<u>5,218</u>	<u>47,968</u>	<u>53,186</u>	<u>36,469</u>	<u>67,386</u>	<u>103,855</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

3 Charitable activities

	Community action 2025 £	Forums and events 2025 £	Service delivery 2025 £	Total 2025 £
Grants	57,446	-	85,448	142,894
Fees and charges	98,495	-	1,899	100,394
	<u>155,941</u>	<u>-</u>	<u>87,347</u>	<u>243,288</u>
Analysis by fund				
Unrestricted funds	148,141	-	-	148,141
Restricted funds	7,800	-	87,347	95,147
	<u>155,941</u>	<u>-</u>	<u>87,347</u>	<u>243,288</u>
	Community action 2024 £	Forums and events 2024 £	Service delivery 2024 £	Total 2024 £
Grants	66,800	-	189,587	256,387
Fees and charges	90,542	-	7,099	97,641
	<u>157,342</u>	<u>-</u>	<u>196,686</u>	<u>354,028</u>
Analysis by fund				
Unrestricted funds	157,342	-	-	157,342
Restricted funds	-	-	196,686	196,686
	<u>157,342</u>	<u>-</u>	<u>196,686</u>	<u>354,028</u>

4 Investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	<u>6,576</u>	<u>5,303</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

5 Other income

	Restricted funds	Total
	2025 £	2024 £
Net gain on disposal of tangible fixed assets	700	-
	<u>700</u>	<u>-</u>

6 Raising funds

	Restricted funds	Restricted funds
	2025 £	2024 £
Direct fundraising costs	1,052	1,389
	<u>1,052</u>	<u>1,389</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

7 Charitable activities

	Community action 2025 £	Service delivery 2025 £	Total 2025 £
Direct staff costs	42,950	105,301	148,251
Project costs	3,504	13,654	17,158
	<u>46,454</u>	<u>118,955</u>	<u>165,409</u>
Share of support costs (see note 8)	107,500	46,134	153,634
Share of governance costs (see note 8)	3,996	848	4,844
	<u>157,950</u>	<u>165,937</u>	<u>323,887</u>
Analysis by fund			
Unrestricted funds	137,593	10,091	147,684
Restricted funds	20,357	155,846	176,203
	<u>157,950</u>	<u>165,937</u>	<u>323,887</u>
	Community action 2024 £	Service delivery 2024 £	Total 2024 £
Direct staff costs	55,266	194,658	249,924
Project costs	1,891	20,490	22,381
	<u>57,157</u>	<u>215,148</u>	<u>272,305</u>
Share of support costs (see note 8)	134,740	6,058	140,798
Share of governance costs (see note 8)	4,278	1,537	5,815
	<u>196,175</u>	<u>222,743</u>	<u>418,918</u>
Analysis by fund			
Unrestricted funds	183,146	-	183,146
Restricted funds	13,029	222,743	235,772
	<u>196,175</u>	<u>222,743</u>	<u>418,918</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

8 Support costs

	Support costs	Governance costs	2025	Support costs	Governance costs	2024
	£	£	£	£	£	£
Depreciation	18,045	-	18,045	15,319	-	15,319
Support staff costs	60,128	-	60,128	43,572	-	43,572
Communications and IT	10,140	-	10,140	14,173	-	14,173
Financial costs	1,363	-	1,363	285	-	285
Printing and postage	4,319	-	4,319	5,155	-	5,155
Premises	59,639	-	59,639	62,294	-	62,294
Governance costs	-	4,844	4,844	-	5,815	5,815
	<u>153,634</u>	<u>4,844</u>	<u>158,478</u>	<u>140,798</u>	<u>5,815</u>	<u>146,613</u>
Analysed between						
Charitable activities	<u>153,634</u>	<u>4,844</u>	<u>158,478</u>	<u>140,798</u>	<u>5,815</u>	<u>146,613</u>

Governance costs includes payments to accountants of £2,958 (2024: £2,700) for independent examiners fees.

9 Net movement in funds

	2025	2024
	£	£
Net movement in funds is stated after charging/(crediting)		
Depreciation of owned tangible fixed assets	18,045	15,319
Profit on disposal of tangible fixed assets	(700)	-
Independent examiner's fees	<u>2,958</u>	<u>2,700</u>

10 Trustees

No trustees received any remuneration or had their expenses paid by the charity in either year.

11 Employees

The average monthly number of employees during the year was:

	2025	2024
	Number	Number
Total	<u>14</u>	<u>20</u>
Wages and salaries	183,520	256,518
Social security costs	11,122	9,079
Pension costs	13,734	21,471
Termination payments	<u>-</u>	<u>6,428</u>
	<u>208,376</u>	<u>293,496</u>

No employee received emoluments of more than £60,000 per annum (2024: £nil)

The total paid to key management personnel (as listed on page 1) during the year was £35,278 (2024: £56,251).

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

11 Employees

(Continued)

The average number of employees is calculated on the basis of full time equivalents with regard to a 37 hour working week was 6.4 (2024: 9.4).

12 Tangible fixed assets

	Buildings	Computers and office equipment	Vehicles	Total
	£	£	£	£
Cost or valuation				
At 1 April 2024	550,000	49,731	29,602	629,333
Additions	-	6,425	-	6,425
Disposals	-	-	(14,632)	(14,632)
At 31 March 2025	550,000	56,156	14,970	621,126
Depreciation				
At 1 April 2024	66,000	7,739	29,602	103,341
Depreciation charged in the year	11,000	7,045	-	18,045
Eliminated in respect of disposals	-	-	(14,632)	(14,632)
At 31 March 2025	77,000	14,784	14,970	106,754
Carrying amount				
At 31 March 2025	473,000	41,372	-	514,372
At 31 March 2024	484,000	41,992	-	525,992

Community House was received from winding up Harrogate Community House Trust Ltd on 28 September 2018. The asset was valued at £550,000 by Feather Smailes Scales at the time of transfer.

13 Debtors

	2025	2024
	£	£
Amounts falling due within one year:		
Debtors (accounts receivable)	6,179	4,166
Accrued income	3,176	19,182
Taxation and social security	-	1,075
Prepayments	1,479	393
	10,834	24,816

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

14 Creditors: amounts falling due within one year

	Notes	2025 £	2024 £
Trade creditors		2,634	1,249
Other creditors		1,485	2,561
Accruals		7,598	5,776
Deferred grant income	15	15,000	15,000
		<u>26,717</u>	<u>24,586</u>

15 Deferred income

	2025 £	2024 £
Opening balance	15,000	26,245
Amount released to income in the year	(15,000)	(26,245)
Amounts deferred in the year	15,000	15,000
	<u>15,000</u>	<u>15,000</u>

Deferred income comprises grants received in advance of the funding period.

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2024 £	Movement in funds		Transfers	Balance at 31 March 2025 £
		Income £	Expenditure £	£	
Community action					
Community House Capital Reserve	502,257	-	(13,029)	-	489,228
Community House Cash Funds	46,652	7,800	(7,330)	-	47,122
Community Fit	28,161	23,456	(34,386)	-	17,231
Service delivery					
HELP - Harrogate Easier Living Project	17,943	48,180	(55,514)	-	10,609
Help at Home	-	46,561	(40,325)	-	6,236
Help Out Harrogate	4,250	10,600	(6,909)	-	7,941
Volunteering City of Ripon Project	13,301	5,298	(18,577)	-	22
Friendship Club	-	1,920	(1,185)	-	735
	<u>612,564</u>	<u>143,815</u>	<u>(177,255)</u>	<u>-</u>	<u>579,124</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

16 Restricted funds

(Continued)

		Movement in funds			
	Balance at 1 April 2023	Income	Expenditure	Transfers	Balance at 31 March 2024
	£	£	£	£	£
Community action					
Community House Capital Reserve	506,069	-	(13,029)	9,217	502,257
Community House Cash Funds	55,869	-	-	(9,217)	46,652
Community Fit	7,278	39,753	(18,870)	-	28,161
Service delivery					
HELP - Harrogate Easier Living Project	11,062	87,232	(80,351)	-	17,943
Help at Home	5,000	47,405	(52,405)	-	-
Help Out Harrogate	-	8,500	(4,250)	-	4,250
Transport	5	49,141	(49,146)	-	-
Volunteering City of Ripon Project	370	32,041	(19,110)	-	13,301
	<u>585,653</u>	<u>264,072</u>	<u>(237,161)</u>	<u>-</u>	<u>612,564</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

16 Restricted funds

(Continued)

Restricted funds represent monies to be used for the following specific purposes:

Community House Capital Reserve

This is the value of the property as at April 2019 when it was acquired and any capital improvements that have since been made. The transfer from the Community House Cash Funds this year was in relation to the LED lighting which was capitalised in the year.

Community House Cash Funds

These funds were transferred over from Harrogate Community House Trust Ltd on completion of the transfer and will be used to maintain and develop the building.

Harrogate District Community Fit Project

HADCA is a delivery partner in the 18 month Community Fit Project in partnership with North Yorkshire Sport, funded by the NHS via Community First Yorkshire. We are hosting the Task Co-ordinator post, based with our HELP team. The aim of the project is to create a community of local people who meet to be social and active while giving time to Harrogate's people and spaces. Regular group sessions will involve people who will run, walk or cycle together from one of our bases to a community group or charity to complete a variety of tasks.

Harrogate Easier Living Project

Supported by funding from NYCC and HBC to provide help with practical tasks for those who have nobody else to support them. It incorporates the following services each with their own separate restricted funding:

Help at Home

This is a scheme to provide a gardening, decorating and DIY service to older and disabled people.

Help Out Harrogate

This is a scheme to help inject ad hoc volunteer support into a wide range of local charities.

Volunteering City of Ripon Project

HADCA is a delivery partner in the 5-year Skell Valley Project hosted by the National Trust and Nidderdale AONB and funded by the Heritage Lottery Fund. HADCA are leading on the Volunteering City of Ripon work stream with the Project Co-ordinator based with HADCA for 18 months. The aim of the project is to make Ripon a volunteering centre of excellence by making it easier for new groups of people to get involved in giving time and to support volunteer managers, by sharing resources and training.

Friendship Club

This funding is for our weekly Friendship Club to pay for our sessional leader, to fund the venue hire costs, refreshments and a contribution towards the Service Coordinator's time to organise the activity.

Transport (2024 only)

Supported by funding from NYCC to provide the following services:

Ripon Voluntary Car Driver Service operates in the Ripon area and is available principally to those who are elderly or disabled and are unable to access public transport.

Driving Force operates in the Harrogate/Knaresborough area and is available principally to those who are elderly or disabled and are unable to access public transport.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

17 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2025	2025	2025
	£	£	£
Fund balances at 31 March 2025 are represented by:			
Tangible assets	25,144	489,228	514,372
Current assets/(liabilities)	182,664	89,896	272,560
	<u>207,808</u>	<u>579,124</u>	<u>786,932</u>
	<u><u>207,808</u></u>	<u><u>579,124</u></u>	<u><u>786,932</u></u>
	Unrestricted funds	Restricted funds	Total
	2024	2024	2024
	£	£	£
Fund balances at 31 March 2024 are represented by:			
Tangible assets	23,735	502,257	525,992
Current assets/(liabilities)	171,822	110,307	282,129
	<u>195,557</u>	<u>612,564</u>	<u>808,121</u>
	<u><u>195,557</u></u>	<u><u>612,564</u></u>	<u><u>808,121</u></u>

18 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2025	2024
	£	£
Within one year	950	950
Between two and five years	475	1,425
	<u>1,425</u>	<u>2,375</u>
	<u><u>1,425</u></u>	<u><u>2,375</u></u>

19 Related party transactions

No trustees (2024: nil) were reimbursed for expenses during the year (2024: £nil).

There were no payments of travel and subsistence expenses to trustees during the year (2024: £nil).

None of the trustees nor any persons connected with them received any remuneration during the year.

There were no further related party transactions during the year (2024: none)

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

20	Cash generated from operations	2025 £	2024 £
	(Deficit)/surplus for the year	(21,189)	42,879
	Adjustments for:		
	Investment income recognised in statement of financial activities	(6,576)	(5,303)
	Gain on disposal of tangible fixed assets	(700)	-
	Depreciation and impairment of tangible fixed assets	18,045	15,319
	Movements in working capital:		
	Decrease/(increase) in debtors	13,982	(9,831)
	Increase/(decrease) in creditors	2,131	(821)
	Cash generated from operations	<u>5,693</u>	<u>42,243</u>

HARROGATE AND AREA CVS LTD

England & Wales - Charity number 1144758

Accounts

Charity Registration No. 1144758

Company Registration No. 7760477 (England and Wales)



**HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
KNOWN AS HARROGATE AND DISTRICT COMMUNITY ACTION**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ian Bergel - Vice Chair to 4 February 2024	(Resigned 31 December 2023)
	Caroline Shead	(Resigned 15 November 2023)
	Helen Claire Bournier - Chair	
	Samuel John Gibbs - N Yorkshire Council nominated trustee	
	Alistair Ratcliffe	
	(Susan) Ann Allen	
	Victoria Pilkington	(Resigned 8 February 2024)
	Dr Phyllis Johnson (Hughes) - Vice Chair from 7 February 2024	
	James Plummer	
	Victoria Oldham	(Appointed 7 February 2024)
Charity number	1144758	
Company number	7760477	
Registered office & principal address	Community House 46-50 East Parade Harrogate HG1 5RR	
Independent examiner	Frances Howard FCA Fortus Limited Business Advisors and Accountants Equinox House Clifton Park Shipton Road York YO30 5PA	
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	
Key Management Personnel	Frances Elliot - Chief Executive & Company Secretary Karen Weaver - Strategic Lead (Community Action) Phil Newby - Finance Officer	
Other names	HADCA HARCVS Harrogate & District Community Action Harrogate & Ripon Centres for Voluntary Service	

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

The legal and administrative information page forms part of this report.

Objectives and activities

The objects of the charity and company, as stated in the Memorandum and Articles of Association are:

- To promote any charitable purposes for the benefit of the public, primarily but not exclusively in the local government area of Harrogate District and its environs (the 'area of benefit') and, in particular, build the capacity of charities, voluntary organisations and social enterprises and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- To promote, organise and facilitate co-operation and partnership working between charities, voluntary organisations and social enterprises; and statutory and other relevant bodies in the achievement of the above purpose within the area of benefit.
- For the public benefit to assist in the advancement of education, the protection of mental and physical health and the relief of poverty, distress and sickness, within the area of benefit.

Our Vision:

People in the Harrogate District benefit from leading fulfilling and active lives and make a positive contribution to local community life.

Our Mission:

To support our communities, charities and volunteers to make the Harrogate District a great place in which to live and work.

Our Overall Aims:

- To help people take positive action to identify and meet the needs of their communities and enhance their own lives in doing so;
- To support communities, charities and volunteers across the Harrogate District by ensuring access to the best support and advice possible;
- To ensure that the role of charities and volunteers across the Harrogate District is recognised, and their contribution is valued and supported;
- To support the local voluntary and community sector to have a strong voice and effective influence on all decision makers in our area.

Our Strategic Objectives:

1. To provide local voluntary and community sector information services
1. To support local community and social action, especially volunteering
1. To support local community fundraising
1. To provide services which help people stay safe and well at home, supported by volunteers
1. To ensure HADCA is fit for purpose, independent and marketed effectively

Our vision, mission, aims and objectives continue to be reviewed as we work towards completion of a new strategic plan taking account of ongoing changes to our grant and contract funding. The strategic objectives each have a set of actions which form the basis of an annual work plan to guide the work of the HADCA staff team under the leadership of the Chief Executive. Progress is monitored and reported to trustee meetings throughout the year.

Public benefit

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The trustees consider that all the activities of HADCA are carried out for the public benefit, as illustrated in this annual report.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Activities of the Charity during the year

Harrogate & District Community Action (HADCA) exists to provide support to charities, voluntary and community groups and volunteers across the Harrogate District of North Yorkshire. We are a member-led organisation and have a membership of over 200 local voluntary and community sector (VCS) organisations. We can trace our history back to 1963 with the establishment of Ripon CVS. Harrogate and Area CVS was founded in 1988 and incorporated Harrogate Volunteer Centre, which had been set up in 1973. The Harrogate and Ripon organisations came together in 2013 to form an organisation to serve the whole Harrogate District. At that time the trading name Harrogate and Ripon Centres for Voluntary Service was adopted and this was changed on 1st May 2020 to Harrogate and District Community Action, to better reflect the charity's role within the District.

HADCA is a local independent multi-purpose charity working in partnership with a wide range of voluntary, public and private sector organisations, connecting and collaborating to support local community and social action. Our information services remain at the heart of our role, with three further themes of local voluntary action, local fundraising and practical support. Connecting and collaborating underpins all our work. Our services are available to charitable groups of all sizes, from small neighbourhood groups through to large national charities based in the Harrogate District.

We own and manage Harrogate Community House to provide reasonably priced office accommodation for 15 voluntary organisations and good quality affordable meeting space for a variety of community activities.

Under the umbrella of the Harrogate Easier Living Project (HELP) we offer a range of practical services for people in need of some additional support.

Strategic grant aid that had been provided to us by Harrogate Borough Council (HBC) over many years was continued during the transition to North Yorkshire Council. This was for both our community action work supporting the local voluntary sector and for one of our practical support services. We understand that this will be reviewed in 2024/25 as part of a wider exercise to look at the Council's support for the voluntary sector. We also receive a smaller grant from Ripon City Council to support a forum for the Ripon area.

We were successful in being awarded funding from Health and Adult Services to contribute towards our wellbeing and prevention work in Ripon from April 2023 for three years, for which we use the name "HELP Ripon and Rural".

Information services

We provide a wide range of information including funding, networking and learning opportunities. We promote voluntary sector services, activities, events, news, jobs and volunteering opportunities via our weekly e-bulletin and extensive networks. Our online Where to Turn and Volunteering Directories are at the heart of this work. We prioritise ensuring that both are kept up to date, accurate and widely promoted so that they are the first port of call for people looking to get involved in the local voluntary and community sector.

Via our reception service at Harrogate Community House we meet and greet a wide range of visitors and callers and ensure they receive a warm welcome and helpful information and signposting to sources of support. We also keep a wide range of literature on local activities and services in the Community House Information Centre.

Local Community Action

HADCA supports local voluntary organisations and community groups to strengthen their organisations by being better informed, increasing skills and being more aware of emerging local needs and priorities. HADCA provides opportunities to network, to work in partnership and to be involved and influence local decision making.

HADCA seeks to be involved in and influence local decision making, working closely with partners from all sectors to ensure a thriving local voluntary and community sector, contributing to local partnership initiatives as opportunities and new needs arise. We also use our connections and networks to feed information through to regional and national partners such as our national association, the Voluntary and Community Sector Emergencies Partnership (VCSEP), and the North Yorkshire VCSE Health and Care Sector Assembly. We disseminate useful updates from these and other relevant organisations.

We support local community action via a programme of networks, enabling voluntary and community sector representatives to meet, share issues, achievements and opportunities to work together. We also do this informally by signposting or introducing people with particular interests or needs for support to others who have shared interests locally.

We promote local volunteering and provide information on local volunteering opportunities, with a focus on the online HADCA Volunteering Directory which has been in operation since October 2016. We provide further support to volunteer-involving organisations via regular information updates.

Our local community action work has led us to work on projects to get new people into volunteering:

- A pilot project for Help out Harrogate (recruiting volunteers who go out "on loan" where one off help is needed, eg community events or charity fundraisers)
- Community Fit (encouraging a combination of more physical activity and volunteering)
- Power of 10 (a programme to encourage the creation of more volunteering roles for young people in Ripon and a rewards scheme for those young people who reach particular milestones in their volunteering).

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Local fundraising

It is part of our role to ensure that the Harrogate District voluntary and community sector is resilient and well prepared, and we work to support THE LOCAL FUND for the Harrogate District, which was launched in partnership with Harrogate Borough Council and Two Ridings Community Foundation in January 2018. The ambition is to build a substantial endowment fund that can be easily accessed by local charities to help them meet the needs of their beneficiaries. The fund itself is held and managed by Two Ridings Community Foundation and HADCA's role is to co-ordinate the overall partnership, promote the fund to potential donors and recipients and participate in the panel which distributes funds.

Providing services for people challenged by their life circumstances

Via the Harrogate Easier Living Project (HELP), HADCA works with volunteers to help people whose circumstances mean they are in need of additional support to remain independent, safe and well in their own homes. These services are provided at a very low cost or free of charge, to people unable to access affordable support from any other providers and those without a trusted local support network.

The key services offered during this period were:

In the home:

- Help for people needing assistance with seasonal garden tidies, decorating, basic repairs and other one-off practical tasks (Help at Home).
- Ripon & Rural Befriending Service provides one to one companionship and support for adults of all ages in the northern part of the district.

Away from the home:

- Door to Door transport: volunteers use their own vehicles to transport people to appointments, shops, community activities and are reimbursed at 45p per mile.
- Information and signposting is a key part of our offer. This service is especially valuable for those who are not digitally engaged or active.
- Social activities such as our Friendship Club and Craft Group.

In March 2024, HADCA employed 16 staff (9.4 full time equivalents). However, we were only able to provide our services due to the support of 170 volunteers (55 regular volunteers and 115 occasional volunteers).

ACHIEVEMENTS AND PERFORMANCE DURING 2023/24

General overview

The charity was led throughout the year by Frances Elliot, Chief Executive and Karen Weaver, Strategic Lead for Community Action. Karen has been with the charity since 2009: appointed as Chief Executive and in that role up to 2020, then latterly as Strategic Lead for Community Action. Karen's leadership, knowledge and her good working relationships with local stakeholders and partners has been a huge asset to the charity. Karen retired in March 2024 and staff and trustees hope to continue to build on all that she has achieved during her career at Harrogate & District Community Action.

Health and safety, data security and safeguarding are considered at every board and team meeting to ensure we comply with all regulatory requirements relevant to our services. We work hard to ensure all our risk assessments, policies and procedures are kept up to date and that staff and volunteers are aware of all key decisions. Staff and volunteers continue to participate in a wide range of training and development and particularly benefited from the increase in online training on offer.

Information services

A key role for HADCA is to promote the local voluntary and community sector and we continue to use a variety of methods to do so, including social media. We have strong links with the local media and contribute two monthly columns in the Harrogate and Ripon weekly newspapers to highlight the work of the sector. Our free online Introduction Sessions help connect new colleagues from statutory and voluntary organisations, as well as local residents and businesses. Health and social care professionals became more aware of local voluntary sector services and how to refer their clients. 40 people participated in 5 sessions.

The HADCA e-bulletins continued to be issued weekly during 2023/24 to keep over 1,000 local charity and community contacts up to date with information on grants; resources; local community food provision; energy and general cost of living support; local community venues offering activities and 'warm welcome spaces'; training and networking opportunities and consultations. They also promoted local charity news, new and changed services, activities, events, volunteering opportunities and charity jobs. Anyone is able to add community news and subscribe for free. The 'Care in Action' newsletter, published twice per year, shares voluntary sector news with a wider network of readers, including health and social care professionals, local councillors, parish councils and churches. In the run up to Christmas, we shared information about various ways to support local charities and each other during the festive season. Updated information was shared on warm and welcoming places open over the winter months and local community food provision.

HADCA is active on Twitter (X) and Facebook and daily posts promote local voluntary action and resources with over 4,650 Twitter (X) and 1,300 Facebook followers.

The fully searchable online 'Where to Turn' directory contains over 800 charity services and community activities providing support for good health and wellbeing. Our community events calendar lists around 60 forthcoming events (including online) at any one time for charities, volunteers and people in our communities to connect, learn and have a good time.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Information services (continued)

We attend events across the district to make new connections and to increase awareness of the information, support, learning and opportunities available. This year these included Sights and Sounds of Ripon, Bilton and Woodfield Community Day, Adult Learning Drop-In at the Victoria Shopping Centre, Harrogate Allotment Show, Ashville College Careers Fair, Harrogate Christmas Fayre and the Big Help Out Coronation Celebration.

Local community action

Our fully searchable online Volunteering Directory helps people find roles according to their interests, skills, needs and availability. Local volunteering opportunities, and the benefits of volunteering, are promoted through local and social media, promotional postcards, booklets of ideas and opportunities (including for under 18's) and partnerships with local organisations. We also work behind the scenes to make sure potential volunteers have the best possible experience. We provide assistance online, by phone and in person for people who need a little extra help to use our Directories to find support, activities or a suitable volunteering role and, for people recruiting volunteers, listing opportunities for the first time.

There were around 150 local volunteering opportunities listed in our directory at any one time. Over the year we helped organisations to recruit volunteers for 307 different roles.

The regular Harrogate District Volunteer Managers Network newsletter continued to keep over 730 local volunteer organisers up to date with resources to recruit and manage volunteers effectively.

Key strands of our work are to bring people together to share best practice and opportunities, to work together to improve local services and community connections, and to give voluntary sector organisations voice and influence with decision makers. We organised and supported 8 online forum and network meetings, attended by 120 people. In October, the HADCA AGM brought together 58 people at a local community venue to look to the future with our partnership projects and collect people's insights into their local neighbourhood to inform the council's thinking about a community anchor organisation for Harrogate Town.

Regular targeted e-mail updates were compiled and circulated to keep members of the following groups up to date on relevant current events and issues:

- Connecting Ripon Network is a partnership group which has grown to 140 members, representing 74 organisations, facilitated by HADCA for voluntary, community and faith sector organisations to work together to strengthen volunteering and community connections in Ripon and the surrounding villages. It met 4 times in 2023/24;
- Harrogate District VCS Chief Officers and Chairs Group is a network of 86 decision makers who share news, views, the challenges of managing change and opportunities for funding and partnership working. 4 meetings were held online in 2023/24. Meetings included updates from Citizens Advice and other members on the cost of living crisis, its impact locally and the support available. The group acts as a source of intelligence about local needs for the Humber and NY Health and Care Partnership. We also look at national trends to help understand the wider issues, which are also concerns locally.

As well as our forums and networks, we are involved in a variety of partnerships where we seek to share learning and issues gleaned from our wide range of connections. We continued to be active members of the following partnerships:

- North Yorkshire VCSE Health and Care Sector Assembly
- St Michael's Task and Finish Community Services Group
- North Yorkshire Council, Macmillan and Harrogate District Foundation Trust's Community Beacons Group
- North Yorkshire Thriving Communities Partnership Meetings
- Harrogate Chamber of Trade – regular contact and attendance at events and meetings

We actively seek opportunities to develop services and activities to support local community action and volunteering. Our three volunteering projects, working with partner organisations across the district, developed during the year to inspire local people to explore new opportunities to help out, keep active and get involved in their community:

1. Volunteering City of Ripon Project - The Power of 10

This project was funded by a Heritage Lottery grant, secured via the Skell Valley Partnership (led by the National Trust at Fountains Abbey Studley Royal and the Nidderdale AONB) to September 2023. HADCA's role has been to work with local voluntary and community organisations in the Ripon area to foster a shared approach to recruiting, training, managing and supporting volunteers which will help them be more impactful, sustainable and inclusive. This was initially an 18-month project, part of the ambitious 5 year Skell Valley Project, which has 16 partners collaborating on 15 work streams to revive and restore this special landscape for people, nature and heritage. Our Project Co-ordinator hosted a workshop with local volunteer involving organisations to gain a clear understanding of Ripon's volunteering landscape. Early feedback identified particular challenges around the ageing profile of existing volunteers and a desire to focus on attracting more young people to become involved in community action.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1. Volunteering City of Ripon Project - The Power of 10 (continued)

Over the last 12 months we have continued to promote the Power of 10 volunteer rewards scheme (PO10) for young people within the community by attending and presenting at many events, including Connecting Ripon, The Skell Valley Partnership meetings, Ripon Cathedrals Rural Youth Forum, meeting with the High Sheriff of North Yorkshire, attending Ripon Grammar School assembly and presenting at HADCA'S 2023 AGM. In September we provided The Skell Valley with a project summary report for the official September, end of project deadline. They also funded a celebration event, in November, in partnership with Ripon Museums for our PO10 recipients. Such is the support for the PO10 scheme, we continue to be invited to the Skell Vally partnership meetings and report our PO10 recipient numbers as part of their legacy reporting.

Continuation funding was sought to enable this successful pilot to continue under the name "Power of 10": timings of funding decisions on applications meant that HADCA funded the costs of the member of staff working on this project for a 3-month period before securing a further 12 months' funding from the Liz and Terry Bramall Foundation and the UK Shared Prosperity Fund in order to develop this project further.

In October 2023 we played a key organisational role in Ripon's Volunteer awards, St Wilfrid's Stars. The winner of the young volunteer of the year award, was our first Power of 100 hours recipient.

The Power of 10 hosted its official launch in March 2024 at the Ripon Inn. 11 organisations have been encouraged or enabled to sign up to the scheme, and actively recruit young volunteers for their organisation. We hosted a Young Persons Volunteer Recruitment Fair in Ripon Library in February 2024, and many of these organisations attended. In March 2024 we developed new Power of 10 resources for young people, voluntary organisations & businesses, including a PO10 Volunteer Passport, where young people record their volunteer hours ready to submit for their awards. In total during the financial year, 18 young people received their 10-hour awards, 5 received their 20 hour awards, 4 completed 50 hours and 3 completed 100 hours of volunteering.

2. Harrogate Community Fit Project

Our Community Fit partnership with North Yorkshire Sport (NYS) had a successful launch in May 2022, with funding from the NHS and Harrogate Borough Council and support from Community First Yorkshire. It aimed to create a community of local people who meet to be social and active while giving time to Harrogate's people and spaces. Via weekly group sessions, people run or walk together from Community House to a community group or charity where they help out, before heading back to base. This includes a variety of tasks, from sorting donations to moving furniture, painting, planting or litter picking. Individuals are also engaged to help members of the public with non-skilled tasks around the home and garden to support their continued independence. Members use active travel – running, walking, cycling – to reach these people.

Following a successful pilot which ran to September 2023, again, HADCA funded the costs of the member of staff working on this project for a 3-month period, pending funding decisions. Funding was secured from the UK Shared Prosperity Fund and Sport England in December 2023 to develop the project throughout 2024. Since then, by mutual agreement, HADCA has taken over the management of the project in its entirety.

In 2023-24, 30 volunteers ('FitStars') collectively ran 980 miles to give 455 hours of help to 22 different partner organisations on 47 separate occasions. This provided much needed additional resources to those groups as well as improving the health and wellbeing of our FitStars.

3. Help Out Harrogate

During Covid and the subsequent creation of local mass vaccination centres, we were inundated with interest from people volunteering to help in an ad hoc way. Learning from this experience and keen to continue to engage with these people who are less able to enter into "traditional" regular volunteering, we launched our pilot "Help out Harrogate" in September 2023. Applicants are reference checked and then receive a regular list of ad hoc volunteering opportunities in Harrogate with other charities or community groups. They can then opt to help out with any that fit alongside their other commitments.

From September 2023 to March 2024 we recruited 110 volunteers. 52 people volunteered at least once for 22 different events and activities, providing over 262 hours of support. They supported 15 different charities and community groups.

We have boosted capacity in local charities – all respondents in our recent partner survey reported struggling with volunteer recruitment. Two thirds said that Help Out Harrogate provided volunteers for an activity where they usually wouldn't have had enough volunteers or in some cases, had any.

We have removed barriers to access – in our volunteer survey, three quarters of respondents said they were attracted to become part of Help Out Harrogate as that they didn't have to commit to any specific times. 70% said they were motivated by the opportunity to help out around other commitments.

We have attracted new volunteers – while in the past, the majority of our volunteers have been retired, this new project has attracted younger, working age volunteers who have different availability and time constraints. Just over half of volunteers recruited since Jan 24 are between 18 and 54. One third had never done any formal volunteering before getting involved with our project.

Harrogate Community House

The reception team support HADCA staff and tenants with a wide range of services as well as welcoming visitors and responding to a wide range of enquiries via phone, e mail and in person.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Harrogate Community House (continued)

Visitors are able to drop in to reception 9am – 4.30pm, 4 days a week, for information and signposting and can pick up a choice of leaflets on local charities, services and volunteering, which is a valued resource. A wide variety of organisations continue to use our meeting rooms for training, workshops, meetings, interviews and one to one sessions. Meeting rooms are fully accessible and the benefit of a polycom system for hybrid meetings means people can also easily join from home or elsewhere.

Office occupancy remains high and meeting room usage has continued to build back up. New LED lighting was installed and was partly funded by external grants. This has not only modernised the look and feel of the building, but has had a positive impact on reducing our electricity consumption.

Community House was pleased to welcome the High Sheriff of North Yorkshire in July, who met with tenants to hear about their work, as well as making special awards to volunteers from Open Arms Malawi and Harrogate Town Community Foundation for their exceptional contributions.

Community Fundraising

The value of THE LOCAL FUND endowment (held by Two Ridings Community Foundation) has continued to grow in size, with another application round held this year. 23 projects received grants totalling £55,340. Since the launch in 2018, £330,000 has been awarded to 127 grassroots organisations and projects, benefitting at least 20,000 people across the district. The Fund partners continue to meet regularly and organised the annual celebration event at the West Park Hotel in November 2023, attended by fund partners, donors and recipients, together with the Charter Mayor of Harrogate and local media.

We have continued to promote THE LOCAL LOTTO for the Harrogate District, both to good causes and players. There are now 118 good causes signed up and over 900 players. At least 10p from every ticket sale is donated to THE LOCAL FUND, supporting good causes across the District.

Services for people in the community

The Harrogate Easier Living Project (HELP)

HELP provides a range of preventative services aimed at enabling people to maintain their independence in their own homes, principally supported by funding from North Yorkshire Council, some via former Harrogate Borough Council grants. Additional income is also generated via trusts, community, and corporate fundraising, as well as donations made by clients or their families.

Funding from North Yorkshire's Stronger Communities team for HADCA to act in the formal role of a Community Support Organisation for Harrogate Town ended in March 2023. However, HADCA continued to be a focal point for individuals to contact and for professionals to signpost to, as the team had developed their knowledge and visibility further during the previous three years. We continued to act as a key point of contact for people experiencing cost of living or winter pressures, with personalised signposting to the most relevant sources of local advice and support for the individual. This included sharing emergency food support options such as vouchers for the food bank, information about the community grocery and Local Assistance Fund, and referrals to Warm and Well North Yorkshire and the Green Doctor. We kept a growing list of Warm Spaces up to date via our Where to Turn directory and liaised with community groups to offer our information and signposting services as needed. We shared information about cost of living support with local schools each term and responded to enquiries relating to the specific needs of families within those school communities.

Help at Home

This long established and vital service was provided by two part time staff, accompanied by volunteers. They completed 283 jobs and spent over 2,000 hours working in people's homes and gardens to ensure safety, prevent falls and reduce worry about tasks the householder is not able to do themselves.

Voluntary Car Driving Service

Volunteers completed 5,246 journeys between April and December 2023, 11% of which transported people to longer distance medical appointments with a round trip of more than 45 miles. However the service faced rising costs and increased time needed to make arrangements (increasing cancellations due to ill health, cancelled appointments etc). The basic funding for this service had been unchanged since 2015 but regrettably, requests for an uplift in were unsuccessful and Trustees made the very difficult decision to hand the service back to commissioners for them to assign to a new provider as we could no longer meet the difference in costs ourselves. This transfer took place in December 2023.

Ripon & Rural Befriending Service

We continued to provide face to face support for people, with home visits to 50 people. Our weekly Friendship Club continues to provide a vital service, providing seated exercise and much appreciated social contact for 10 -15 people each week. During the winter months we also provided lunch for people who were worried about the ongoing high cost of living. The club serves as a valuable route to identify people in need of additional signposting or support.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Here to HELP Information Services

Often people who are not digitally engaged risk missing out on important information, so we try to visit groups that people are already attending and offer one to one information and signposting there. As well as the large number of incoming phone calls, we received emails, enquiries via social media and spoke to people coming into Community House with queries. We sent out regular mailings with details about where to turn for information about fuel poverty, emergency food options, the dangers of carbon monoxide and how to sign up for the Priority Services Register to get additional support from utilities providers in case of disruption to supply. Face to face information sessions continued and we regularly attended Resurrected Bites' Community Grocery Stores in Harrogate and Knaresborough to signpost people to other sources of local support and to ensure they know where to go for help with high heating bills, debt, or mental health support. In addition, we regularly attended local libraries as well as support groups and interest groups on an ad hoc basis across the district. We worked with The Yorkshire Energy Doctor to engage with clients who were struggling with the cost of living by attending a local community group to talk about our services and to demonstrate how a slow cooker could help reduce costs.

Vaccination Centres

Whilst the mass vaccination centres for Covid were no longer operational, we were again asked to support Mowbray Square's flu clinics, covering 6 half day sessions and enabling 127 volunteering hours there in total. The fact that volunteers were still keen to volunteer in this way was key to the development of the new Help Out Harrogate initiative.

Social Activities

In partnership with a local school and a hotel, we have been able to host free social get togethers to enable people to reconnect, as well as occasional Friendship Club group outings away from the usual venue and format. We also have a popular Craft Group where people with similar interests meet and share skills. All social activities and events are also useful in providing further information and signposting opportunities.

Fundraising

Our Development Worker had great success in gaining the support of several Trusts and Foundations, which brought in £92,000, most of which was in support of our HELP services, our volunteering projects and some capital costs relating to Community House. We received a further £27,000 from individual donors, community events and proceeds from our Christmas Raffle and 100 Club. We are also extremely grateful to businesses who provided £9,000 of funding as well as valuable in-kind support this past year.

Financial Review

HADCA finished the year with an overall surplus of £42,879. This was made up of surpluses of £15,968 within unrestricted funds and £26,911 within restricted funds. This includes a restricted legacy of £47,111.

Total income was £463,186 (£506,421 in 2023)

Our expenditure in the period was £420,307 (£470,222 in 2023).

The trustees were pleased with the overall results.

Reserves policy

The trustees have agreed that it is necessary to hold free reserves to cover the following contingencies:

- To cover the redundancy and other costs in the event of the charity winding up through a substantial loss of funding.
- To provide working capital where contracts are paid in arrears.
- To finance existing or new activities until adequate external funding is obtained.

The trustees consider that a reserve equivalent to three months' running costs is sufficient. Currently £100,000 is adequate to cover these contingencies. The actual free reserves at 31 March 2024 were £171,822.

Principal funding sources

We are extremely grateful to all the trusts, community groups, organisations and individuals who have provided us with the funds necessary to carry out our work in 2023/24:

Caroline & Stewart Baldwin, Charles & Elsie Sykes Trust, Coop Local Community Fund, Councillor Chris Aldred, Councillor Philip Broadbank, Councillor Barbara Brodigan, Councillor Sam Gibbs, Councillor Michael Harrison, Councillor Peter Lacey, Councillor Pat Marsh, Crowne Plaza, DECCO, Elise Pilkington Charitable Trust, George A Moore Foundation, Harrogate Round Table, Holy Trinity Church Ripon, Inman Charity, Inner Wheel Club of Harrogate Brigantes, Kirkby Malzeard Combined Charitable Trust, Knaresborough Open Gardens, Liz & Terry Bramall Foundation, Nanci Downey, NFU Mutual, Nidderdale Walk participants, One Stop Stores, Pannal Methodist Church, Presence Church, Ripon Recycling Fund, Ripon Rotary Trust, Roosters Brewing Co, Rotary Club of Harrogate, Sainsbury's, Saints Plant Stall, Shears Foundation, Souter Charitable Trust, Sport England, Swinton Charitable Trust, The Local Fund, UK Shared Prosperity Fund, Waitrose, W.G. Edwards Charitable Foundation, White Rose Squares, Woodlands Methodist Church.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Principal funding sources (continued)

In addition to these funds, HADCA receives income for its various services from donations from individuals, as well as rental income from tenants.

Risk management

HADCA maintains a risk register and the board of trustees and sub committees ensure that all major risks to which the charity is exposed are reviewed on a regular basis and that the systems and procedures are in place to manage these risks. Health and safety, data security and safeguarding are agenda items at every board meeting.

Future Plans

General overview

The charity continues to have the following objectives:

- Helping people stay safe and well supported by volunteers (Harrogate Easier Living Project – HELP)
- Provision of local voluntary & community sector information services (the Where to Turn directory and associated services)
- Support for Local Community & Social Action including volunteering, community fundraising via THE LOCAL FUND and the operation of Harrogate Community House.

A staff restructure in the final quarter of 2023/24 was completed in order to balance the budget for the forthcoming financial year. This loss of respected, skilled and knowledgeable team members was extremely hard for staff, volunteers and clients alike. However the outcome is that we start the financial year ahead in a more stable financial position with a balanced budget and a challenging but feasible fundraising target for 2024/25.

The creation of a single unitary local authority for North Yorkshire in April 2023 has had a significant impact on all our key funding streams and services, as follows:

- The strategic partnership grant, formerly from Harrogate Borough Council, which supports our information and community action work: this has been confirmed for 2024/25, but HADCA await a decision beyond this timeframe.
- The NYCC Wellbeing and Prevention contract came to an end in March 2023 and Health and Adult Services replaced it with a series of hyper local grants called "Staying Healthy, Independent and Connected". We were successful in obtaining the grant towards the cost of low-level prevention services in Ripon, however the level of grant could not warrant paying office rental in Ripon and we therefore no longer have an office base at Ripon Community House. We paused taking new referrals to our Ripon Befriending Service in Spring 2023 since the end of the contract. We have now spent 12 months seeking alternative funding that would cover the cost of a part time member of staff to assess the needs of clients one to one and to recruit, match and support befrienders, but without success. However, existing volunteers still visit the people they have been matched with and we work to signpost people to other local services and support as appropriate.
- Grant aid support from Harrogate Borough Council for the Help at Home service: this has been confirmed for 2024/25 but HADCA awaits a decision beyond this.
- The operation of Harrogate Community House for voluntary and community sector tenants and meeting room users: receipt of discretionary rate relief (previously from HBC) is crucial to the building's finances and we are grateful to have had this confirmed for 2024/25.
- We were appointed to do a piece of research into possible models for Community Anchor support in Harrogate Town in 2023/24 and wait to see what decisions NY Council will now make as a result of the findings.

Given our depth of local knowledge, connections and profile and our track record of partnership working, we very much see HADCA, HELP and Harrogate Community House as key stakeholders within the area, providing linkage into the wider networks and systems across the public and voluntary sectors. We will seek funding from a range of sources to continue to deliver services across our area of benefit (the former Harrogate District), wherever there is an unmet need that we are best placed to serve. We will continue to collaborate with a wide range of local partners and to connect those who can help each other, recognising that there are health inequalities in our area that can only be tackled by joint working.

To balance our budget there will be a continued focus on fundraising, which remains challenging, as members of the public and businesses all face rising costs. Trusts and foundations are receiving an increasing number of applications and we will have to find creative solutions to the challenge of raising additional income. This is also the case for all local voluntary and community sector organisations and we will continue to champion The LOCAL Fund as a source of support for grass roots groups and good causes.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Helping people stay safe and well at home supported by volunteers

Given the changes to our funding for services to individuals, we have sought pro-bono external support to review and plan for the future. Our aim is always to focus on unmet need, rather than duplicate what other organisations are already doing.

Meanwhile our Help at Home gardening, decorating and odd job service continues to operate with local authority funding support, which is vital to the continuation of that service. We offer the fastest possible support to council tenants and to people without family or friends who can help them. Not only do we provide the practical support requested, but we seek opportunities to refer people on to other sources of support as appropriate.

Finally, connecting people to support or information that they need will always be a key aim for us. We have grown partnerships with a number of local VCS organisations and community groups in order to reach more people and we will continue to do so, especially given the challenging financial situation facing so many people we are already in contact with, and potentially many more members of the wider public.

Local voluntary and community sector information services

We will be continuing to focus on making the best use of technology to share information to support and promote our local voluntary and community groups. The "Where to Turn" and Volunteering Directories remain at the heart of this work, and we will ensure that both are up to date, accurate and widely promoted so that they are the first port of call for people looking for support or to get involved in their local community. We will continue to provide our regular e-bulletins and newsletters and ensure all our services are GDPR compliant. We will continue to use a range of social media and traditional platforms to raise awareness of the value and contribution of our sector and the opportunities to become involved.

Support for local community and social action

We will support local voluntary action via our programme of events and networks and will continue to host forums, enabling VCS representatives to meet, share issues and influence decision makers. We are pleased to have received a small annual grant from Ripon City Council each year to March 2027, which supports our Connecting Ripon Network work. We seek to try out a new forum where local fundraisers can provide peer support for one another.

Additional opportunities for the sector may come via the Humber and North Yorkshire Health and Care Partnership, who have embedded liaison with the voluntary and community sector from their inception. We have been acting as the local conduit for information in and out of this partnership, linking our Chief Officers and Chairs group with the local VCSE Steering Group, chaired by Community First Yorkshire.

Along with a range of other local charities, we are working in partnership with NY Council, Harrogate and District Foundation Trust Hospital and Macmillan to ensure all partners understand the support that the voluntary and community sector can provide to people living with and beyond cancer treatment.

We will keep championing volunteering across the district, sharing information on opportunities and promoting good practice in volunteer management. This includes seeking further funding to continue to deliver our three successful volunteering projects: The Power of 10, Community Fit and Help out Harrogate.

We will ensure that Harrogate Community House is maintained and developed as a supportive and welcoming location for voluntary and community groups to work and meet. We will explore the costs around Electric Vehicle charging points as a facility for tenants and perhaps for the wider community. We will also explore the installation of solar panels as a potential next step in ensuring the sustainability of the building.

We will collaborate with the wider voluntary and community sector at a county wide, regional and national level wherever we can see an actual or potential benefit back to our area.

Finally we will continue to promote and develop THE LOCAL FUND and THE LOCAL LOTTO for the Harrogate District. This includes bringing in new donations to the fund, assisting with the promotion of grant aid opportunities to beneficiaries and ongoing growth of the LOTTO. In addition, we will support good grant giving in other arenas, such as acting in an advisory capacity to the Brigantes Rotary capital grant programme.

Clearly the uncertainty over two significant strands of funding will have an important impact on our charity in 2024/25: We will continue to review our forward plan and to update the aims and objectives of the organisation to ensure HADCA remains best placed to respond to changing needs of our area, whilst adapting to our own changing finances. Our board of trustees, staff and volunteer teams remain our greatest asset and we will continue to invest in them to achieve the best outcomes for our community.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Structure, Governance and Management

Governing document

Harrogate and Area CVS was incorporated as a company limited by guarantee at Companies House (number 7760477) on 2 September 2011. Registration with the Charity Commission (number 1144758) took place on 23 November 2011. The memorandum and articles were amended by special resolutions at Companies House on 26 March 2012 and 13 October 2022.

The charity is a membership organisation and as of 31 March 2024 the organisation had 220 members. Our memorandum and articles of association requires that members make up 60% of the board of trustees.

Recruitment, appointment and induction of trustees

Appointment of trustees is governed by the memorandum and articles of association. The board of trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee.

One third of the trustees must retire at the Annual General Meeting. However, if eligible, they may offer themselves for re-election, serving a maximum period of up to 6 years (two three-year terms). In December 2023, Ian Bergel, our Chair of Finance Sub-Committee stepped down after serving 5 years with the charity. The charity's thanks for his dedicated support is recorded here.

Organisational structure

The board of trustees of the charity holds a minimum of four board meetings per year, plus two board development sessions. In addition, there are sub-committees for finance and property:

Finance:

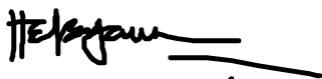
Ian Bergel (Chair to December 2023)
Victoria Oldham (Chair from February 2024)
Phyl Hughes
James Plummer
Alistair Ratcliffe

Property:

Ann Allen (Chair)
Sam Gibbs
Helen Bournier

Operational management is delegated to the Chief Executive, who is supported by a team of staff and volunteers in three areas of work; community action services, services to individuals and business support. In 2023/24 the management team was made up of the Chief Executive, the Strategic Lead for Community Action and the Finance Officer. The Finance Officer is responsible for the day to day financial management of the charity.

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



Helen Claire Bournier - Chair
Trustee

Date: 17 September 2024

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

The trustees, who are also the directors of Harrogate & Area Council for Voluntary Service Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

I report to the trustees on my examination of the financial statements of Harrogate & Area Council for Voluntary Service Ltd (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Frances Howard

Frances Howard FCA

Fortus Limited
Business Advisors and Accountants
Equinox House
Clifton Park
Shipton Road
YO30 5PA
York

Dated: 18 September 2024

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income							
Donations and legacies	2	36,469	67,386	103,855	2,447	87,864	90,311
Charitable activities	3	157,342	196,686	354,028	119,794	295,216	415,010
Investments	4	5,303	-	5,303	1,100	-	1,100
Total income		<u>199,114</u>	<u>264,072</u>	<u>463,186</u>	<u>123,341</u>	<u>383,080</u>	<u>506,421</u>
Expenditure							
Raising funds	5	-	1,389	1,389	-	656	656
Charitable activities	6	183,146	235,772	418,918	95,703	373,863	469,566
Total expenditure		<u>183,146</u>	<u>237,161</u>	<u>420,307</u>	<u>95,703</u>	<u>374,519</u>	<u>470,222</u>
Net income for the year/ Net movement in funds		15,968	26,911	42,879	27,638	8,561	36,199
Fund balances at 1 April 2023		<u>179,589</u>	<u>585,653</u>	<u>765,242</u>	<u>151,951</u>	<u>577,092</u>	<u>729,043</u>
Fund balances at 31 March 2024		<u>195,557</u>	<u>612,564</u>	<u>808,121</u>	<u>179,589</u>	<u>585,653</u>	<u>765,242</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	9		525,992		524,249
Current assets					
Debtors	10	24,816		14,985	
Cash at bank and in hand		281,899		251,415	
		<u>306,715</u>		<u>266,400</u>	
Creditors: amounts falling due within one year	11	<u>(24,586)</u>		<u>(25,407)</u>	
Net current assets			282,129		240,993
Total assets less current liabilities			<u>808,121</u>		<u>765,242</u>
Income funds					
Restricted funds	13		612,564		585,653
Unrestricted funds			195,557		179,589
			<u>808,121</u>		<u>765,242</u>

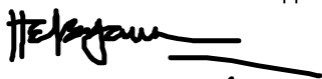
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 17 September 2024



Helen Claire Bournier - Chair
Trustee

Company registration number 7760477

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from operations			42,243		19,762
Investing activities					
Purchase of tangible fixed assets		(17,062)		(11,069)	
Investment income received		5,303		1,100	
Net cash used in investing activities			(11,759)		(9,969)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			30,484		9,793
Cash and cash equivalents at beginning of year			251,415		241,622
Cash and cash equivalents at end of year			281,899		251,415

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Harrogate & Area Council for Voluntary Service Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Community House, 46-50 East Parade, Harrogate, HG1 5RR.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

1.5 Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

Raising funds are those costs incurred in attracting donations and legacies and those incurred in trading activities that raise funds.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the direct costs and support costs relating to such activities.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include its audit fees and costs linked to the strategic management of the charity.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Fixed assets are stated at cost or valuation less accumulated depreciation. Individual fixed assets costing £1,000 or more are capitalised at cost.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Buildings	2%
Computers and office equipment	33%
Vehicles	25%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.8 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.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price.

Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.9 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits. The amounts included within termination payments are paid to the employee in line with the company redundancy policy.

Pensions

The charity contributes to defined contribution pension schemes in respect of its employees. The assets of these schemes are entirely separate to those of the charity. The pension cost shown represents contributions payable by the charity in respect of the employees.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Donations	36,469	20,275	56,744	2,447	46,197	48,644
Legacies	-	47,111	47,111	-	41,667	41,667
	<u>36,469</u>	<u>67,386</u>	<u>103,855</u>	<u>2,447</u>	<u>87,864</u>	<u>90,311</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

3 Charitable activities

	Community action 2024 £	Forums and events 2024 £	Service delivery 2024 £	Total 2024 £
Grants	66,800	-	189,587	256,387
Fees and charges	90,542	-	7,099	97,641
	<u>157,342</u>	<u>-</u>	<u>196,686</u>	<u>354,028</u>
Analysis by fund				
Unrestricted funds	157,342	-	-	157,342
Restricted funds	-	-	196,686	196,686
	<u>157,342</u>	<u>-</u>	<u>196,686</u>	<u>354,028</u>
	Community action 2023 £	Forums and events 2023 £	Service delivery 2023 £	Total 2023 £
Grants	52,000	-	267,028	319,028
Fees and charges	79,794	-	16,188	95,982
	<u>131,794</u>	<u>-</u>	<u>283,216</u>	<u>415,010</u>
Analysis by fund				
Unrestricted funds	119,794	-	-	119,794
Restricted funds	12,000	-	283,216	295,216
	<u>131,794</u>	<u>-</u>	<u>283,216</u>	<u>415,010</u>

4 Investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	<u>5,303</u>	<u>1,100</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

5 Raising funds

	Restricted funds	Restricted funds
	2024	2023
	£	£
Support costs	1,389	656
	<u>1,389</u>	<u>656</u>
	<u><u>1,389</u></u>	<u><u>656</u></u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

6 Charitable activities

	Community action 2024 £	Service delivery 2024 £	Total 2024 £
Direct staff costs	55,266	194,658	249,924
Project costs	1,891	20,490	22,381
	<u>57,157</u>	<u>215,148</u>	<u>272,305</u>
Share of support costs (see note 7)	134,740	6,058	140,798
Share of governance costs (see note 7)	4,278	1,537	5,815
	<u>196,175</u>	<u>222,743</u>	<u>418,918</u>
Analysis by fund			
Unrestricted funds	183,146	-	183,146
Restricted funds	13,029	222,743	235,772
	<u>196,175</u>	<u>222,743</u>	<u>418,918</u>
	Community action 2023 £	Service delivery 2023 £	Total 2023 £
Direct staff costs	51,618	209,910	261,528
Project costs	2,182	42,235	46,921
	<u>53,800</u>	<u>252,145</u>	<u>308,449</u>
Share of support costs (see note 7)	52,493	103,342	155,829
Share of governance costs (see note 7)	3,410	1,872	5,288
	<u>109,703</u>	<u>357,359</u>	<u>469,566</u>
Analysis by fund			
Unrestricted funds	95,703	-	95,703
Restricted funds	14,000	357,359	373,863
	<u>109,703</u>	<u>357,359</u>	<u>469,566</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

7 Support costs

	Support costs	Governance costs	2024	Support costs	Governance costs	2023
	£	£	£	£	£	£
Depreciation	15,319	-	15,319	13,160	-	13,160
Support staff costs	43,572	-	43,572	41,856	-	41,856
Communications and IT	14,173	-	14,173	12,166	-	12,166
Financial costs	285	-	285	424	-	424
Printing and postage	5,155	-	5,155	6,225	-	6,225
Premises	62,294	-	62,294	81,998	-	81,998
Governance costs	-	5,815	5,815	-	5,288	5,288
	<u>140,798</u>	<u>5,815</u>	<u>146,613</u>	<u>155,829</u>	<u>5,288</u>	<u>161,117</u>
Analysed between						
Charitable activities	<u>140,798</u>	<u>5,815</u>	<u>146,613</u>	<u>155,829</u>	<u>5,288</u>	<u>161,117</u>

Governance costs includes payments to accountants of £2,700 (2023: £2,580) for independent examiners fees.

8 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Total	<u>20</u>	<u>24</u>
Wages and salaries	256,518	273,372
Social security costs	9,079	9,299
Pension costs	21,471	20,383
Termination payments	6,428	-
	<u>293,496</u>	<u>303,054</u>

No employee received emoluments of more than £60,000 per annum (2023: £nil)

The total paid to key management personnel (as listed on page 1) during the year was £56,251 (2023: £50,222). This year's figure includes a termination payment.

The average number of employees is calculated on the basis of full time equivalents with regard to a 37 hour working week was 9.4 (2023: 11.2).

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

9 Tangible fixed assets

	Buildings	Computers and office equipment	Vehicles	Total
	£	£	£	£
Cost or valuation				
At 1 April 2023	550,000	46,407	29,602	626,009
Additions	-	17,062	-	17,062
Disposals	-	(13,738)	-	(13,738)
At 31 March 2024	550,000	49,731	29,602	629,333
Depreciation				
At 1 April 2023	55,000	17,158	29,602	101,760
Depreciation charged in the year	11,000	4,319	-	15,319
Eliminated in respect of disposals	-	(13,738)	-	(13,738)
At 31 March 2024	66,000	7,739	29,602	103,341
Carrying amount				
At 31 March 2024	484,000	41,992	-	525,992
At 31 March 2023	495,000	29,249	-	524,249

Community House was received from winding up Harrogate Community House Trust Ltd on 28 September 2018. The asset was valued at £550,000 by Feather Smailes Scales at the time of transfer.

10 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Debtors (accounts receivable)	4,166	11,500
Accrued income	19,182	1,132
Taxation and social security	1,075	2,067
Prepayments	393	286
	24,816	14,985

11 Creditors: amounts falling due within one year

	Notes	2024	2023
		£	£
Trade creditors		1,249	-
Other creditors		2,561	3,623
Accruals		5,776	6,784
Deferred grant income	12	15,000	15,000
		24,586	25,407

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

12 Deferred income

	2024 £	2023 £
Opening balance	15,000	26,245
Amount released to income in the year	(15,000)	(26,245)
Amounts deferred in the year	15,000	15,000
	<u>15,000</u>	<u>15,000</u>

Deferred income comprises grants received in advance of the funding period.

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2023 £	Movement in funds			Balance at 31 March 2024 £
		Income £	Expenditure £	Transfers £	
Community action					
Community House Capital Reserve	506,069	-	(13,029)	9,217	502,257
Community House Cash Funds	55,869	-	-	(9,217)	46,652
Community Fit	7,278	39,753	(18,870)	-	28,161
Service delivery					
HELP - Harrogate Easier Living Project	11,062	87,232	(80,351)	-	17,943
Help at Home	5,000	47,405	(52,405)	-	-
Help Out Harrogate	-	8,500	(4,250)	-	4,250
Transport	5	49,141	(49,146)	-	-
Volunteering City of Ripon Project	370	32,041	(19,110)	-	13,301
	<u>585,653</u>	<u>264,072</u>	<u>(237,161)</u>	<u>-</u>	<u>612,564</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

13 Restricted funds

(Continued)

		Movement in funds			
	Balance at 1 April 2022	Income	Expenditure	Transfers	Balance at 31 March 2023
	£	£	£	£	£
Community action					
Community House Capital Reserve	506,000	-	(11,000)	11,069	506,069
Community House Cash Funds	57,438	12,500	(3,000)	(11,069)	55,869
Community Fit	3,874	13,202	(9,798)	-	7,278
Forums					
RIPPSI	2,504	-	(2,504)	-	-
Service delivery					
HELP - Harrogate Easier Living Project	7,405	136,232	(132,575)	-	11,062
Prevention	-	104,979	(104,979)	-	-
Help at Home	-	58,199	(53,199)	-	5,000
Transport	-	34,854	(34,849)	-	5
Volunteering City of Ripon Project	(129)	23,114	(22,615)	-	370
	<u>577,092</u>	<u>383,080</u>	<u>(374,519)</u>	<u>-</u>	<u>585,653</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

13 Restricted funds

(Continued)

Restricted funds represent monies to be used for the following specific purposes:

Community House Capital Reserve

This is the value of the property as at April 2019 when it was acquired and any capital improvements that have since been made. The transfer from the Community House Cash Funds this year was in relation to the LED lighting which was capitalised in the year.

Community House Cash Funds

These funds were transferred over from Harrogate Community House Trust Ltd on completion of the transfer and will be used to maintain and develop the building.

Harrogate District Community Fit Project

HADCA is a delivery partner in the 18 month Community Fit Project in partnership with North Yorkshire Sport, funded by the NHS via Community First Yorkshire. We are hosting the Task Co-ordinator post, based with our HELP team. The aim of the project is to create a community of local people who meet to be social and active while giving time to Harrogate's people and spaces. Regular group sessions will involve people who will run, walk or cycle together from one of our bases to a community group or charity to complete a variety of tasks.

RIPPSI (2023 only)

Funding from NYCC for running costs of the Ripon Physical and Sensory Impairment Group. The balance of this fund has now been transferred to the Ripon Sensory Impairment Charity.

Harrogate Easier Living Project

Supported by funding from NYCC and HBC to provide help with practical tasks for those who have nobody else to support them. It incorporates the following services each with their own separate restricted funding:

Prevention (2023 only)

HARCVS was appointed to deliver the Wellbeing and Prevention Support services contract for the Harrogate District commencing 1st October 2018. This brought a number of previously separate held contracts into one agreement, with a contract for four years initially.

Help at Home

This is a scheme to provide a gardening, decorating and DIY service to older and disabled people.

Transport

Supported by funding from NYCC to provide the following services:

Ripon Voluntary Car Driver Service operates in the Ripon area and is available principally to those who are elderly or disabled and are unable to access public transport.

Driving Force operates in the Harrogate/Knaresborough area and is available principally to those who are elderly or disabled and are unable to access public transport.

Volunteering City of Ripon Project

HADCA is a delivery partner in the 5-year Skell Valley Project hosted by the National Trust and Nidderdale AONB and funded by the Heritage Lottery Fund. HADCA are leading on the Volunteering City of Ripon work stream with the Project Co-ordinator based with HADCA for 18 months. The aim of the project is to make Ripon a volunteering centre of excellence by making it easier for new groups of people to get involved in giving time and to support volunteer managers, by sharing resources and training.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2024	2024	2024
	£	£	£
Fund balances at 31 March 2024 are represented by:			
Tangible assets	23,735	502,257	525,992
Current assets/(liabilities)	171,822	110,307	282,129
	<u>195,557</u>	<u>612,564</u>	<u>808,121</u>
	Unrestricted funds	Restricted funds	Total
	2023	2023	2023
	£	£	£
Fund balances at 31 March 2023 are represented by:			
Tangible assets	18,180	506,069	524,249
Current assets/(liabilities)	161,409	79,584	240,993
	<u>179,589</u>	<u>585,653</u>	<u>765,242</u>

15 Contingent liability

The charity has no contingent liabilities.

16 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024	2023
	£	£
Within one year	950	2,930
Between two and five years	1,425	2,375
	<u>2,375</u>	<u>5,305</u>

17 Capital commitments

	2024	2023
	£	£
At 31 March 2024 the charity had capital commitments as follows:		
Contracted for but not provided in the financial statements:		
Acquisition of property, plant and equipment	-	9,217
	<u>-</u>	<u>9,217</u>

18 Related party transactions

No trustees (2023: nil) were reimbursed for expenses during the year (2023: £nil).

There were no payments of travel and subsistence expenses to trustees during the year (2023: £nil).

None of the trustees nor any persons connected with them received any remuneration during the year.

HARROGATE AND AREA CVS LTD

England & Wales - Charity number 1144758

Accounts

Charity Registration No. 1144758

Company Registration No. 7760477 (England and Wales)



**HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
KNOWN AS HARROGATE AND DISTRICT COMMUNITY ACTION**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	John Fox - Chair (until 13 Oct 22) Ian Bergel - Vice Chair Caroline Shead Helen Claire Bournier - Chair (from 29 Nov 22) Samuel John Gibbs - Harrogate BC nominated trustee Alistair Ratcliffe (Susan) Ann Allen Victoria Pilkington Dr Phyllis Johnson James Plummer	(Resigned 13 October 2022)
Charity number	1144758	
Company number	7760477	
Principal address	Community House 46-50 East Parade Harrogate HG1 5RR	
Independent examiner	N Clemit ACA, FCCA JWPCreers LLP Chartered Accountants Genesis 5 Church Lane York YO10 5DQ	
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	
Key Management Personnel	Frances Elliot - Chief Executive Karen Weaver - Strategic Lead (Community Action) Phil Newby - Finance Officer	
Other names	HADCA HARCVS Harrogate & District Community Action Harrogate & Ripon Centres for Voluntary Service	

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The trustees, who are also the directors of Harrogate & Area Council for Voluntary Service Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

The legal and administrative information page forms part of this report.

Objectives and activities

The objects of the charity and company, as stated in the Memorandum and Articles of Association are:

- To promote any charitable purposes for the benefit of the public, primarily but not exclusively in the local government area of Harrogate District and its environs (the 'area of benefit') and, in particular, build the capacity of charities, voluntary organisations and social enterprises and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- To promote, organise and facilitate co-operation and partnership working between charities, voluntary organisations and social enterprises; and statutory and other relevant bodies in the achievement of the above purpose within the area of benefit.
- For the public benefit to assist in the advancement of education, the protection of mental and physical health and the relief of poverty, distress and sickness, within the area of benefit.

Our Vision:

People in the Harrogate District benefit from leading fulfilling and active lives and make a positive contribution to local community life.

Our Mission:

To support our communities, charities and volunteers to make the Harrogate District a great place in which to live and work.

Our Overall Aims:

- To help people take positive action to identify and meet the needs of their communities and enhance their own lives in doing so;
- To support communities, charities and volunteers across the Harrogate District by ensuring access to the best support and advice possible;
- To ensure that the role of charities and volunteers across the Harrogate District is recognised, and their contribution is valued and supported;
- To support the local voluntary and community sector to have a strong voice and effective influence on all decision makers in our area.

Our Strategic Objectives:

1. To provide local voluntary and community sector information services
1. To support local community and social action, especially volunteering
1. To support local community fundraising
1. To provide services which help people stay safe and well at home, supported by volunteers
1. To ensure HADCA is fit for purpose, independent and marketed effectively

Our vision, mission, aims and objectives continue to be reviewed as we work towards completion of a new strategic plan taking account of ongoing changes to our grant and contract funding. The strategic objectives each have a set of actions which form the basis of an annual work plan to guide the work of the HADCA staff team under the leadership of the Chief Executive. Progress is monitored and reported to trustee meetings throughout the year.

Public benefit

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The trustees consider that all the activities of HADCA are carried out for the public benefit, as illustrated in this annual report.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Activities of the Charity during the year

Harrogate & District Community Action (HADCA) exists to provide support to charities, voluntary and community groups and volunteers across the Harrogate District of North Yorkshire. We are a member-led organisation and have a membership of over 200 local voluntary and community sector (VCS) organisations. We can trace our history back to 1963 with the establishment of Ripon CVS. Harrogate and Area CVS was founded in 1988 and incorporated Harrogate Volunteer Centre, which had been set up in 1973. The Harrogate and Ripon organisations came together in 2013 to form an organisation to serve the whole Harrogate District. At that time the trading name Harrogate and Ripon Centres for Voluntary Service was adopted and this was changed on 1st May 2020 to Harrogate and District Community Action, to better reflect the charity's role within the District.

HADCA is a local independent multi-purpose charity working in partnership with a wide range of voluntary, public and private sector organisations, connecting and collaborating to support local community and social action. Our information services remain at the heart of our role, with three further themes of local voluntary action, local fundraising and practical support. Connecting and collaborating underpins all our work. Our services are available to charitable groups of all sizes, from small neighbourhood groups through to large national charities based in the Harrogate District.

We own and manage Harrogate Community House to provide reasonably priced office accommodation for 15 voluntary organisations and good quality affordable meeting space for a variety of community activities.

Under the umbrella of the Harrogate Easier Living Project (HELP) we offer a range of practical services for people in need of some additional support from our bases in Harrogate and Ripon.

2022/23 was the final year of two-tier local government in North Yorkshire, with a new unitary North Yorkshire Council (NYC) formed from 1st April 2023.

Until 31st March 2023 Harrogate Borough Council (HBC) provided strategic grant aid for both our community action work supporting the local voluntary sector and our practical support services. We usually receive a smaller grant from Ripon City Council to support our community action work in the Ripon area but this was not available in 2022/23.

Our practical support services were part-funded through a four-year contract with North Yorkshire County Council (NYCC) from 1st October 2018, extended to 31st March 2023 and delivered in partnership with Supporting Older People and Boroughbridge Community Care. NYCC also contributed to our two voluntary car driver services based in Harrogate and Ripon. Ongoing fundraising covers the balance of the costs of these services.

Information services

We provide a wide range of information including funding, networking and learning opportunities. We promote voluntary sector services, activities, events, news, jobs and volunteering opportunities via our weekly e-bulletin and extensive networks. Our online Where to Turn and Volunteering Directories are at the heart of this work. We prioritise ensuring that both are kept up to date, accurate and widely promoted so that they are the first port of call for people looking to get involved in the local voluntary and community sector.

Via our reception service at Harrogate Community House we meet and greet a wide range of visitors and callers and ensure they receive a warm welcome and helpful information and signposting to sources of support. We also keep a wide range of literature on local activities and services in the Community House Information Centre.

Local Community Action

HADCA supports local voluntary organisations and community groups to strengthen their organisations by being better informed, increasing skills and being more aware of emerging local needs and priorities. We support local community action via a programme of events and networks, enabling voluntary and community sector representatives to meet, share issues, achievements and opportunities to work together.

HADCA seeks to be involved in and influence local decision making, working closely with partners from all sectors to ensure a thriving local voluntary and community sector, contributing to local partnership initiatives as opportunities arise and new needs arise. Recent examples include the cost of living crisis and the arrival of Ukrainian families. We also use our connections and networks to feed information through to regional and national partners such as our national association and the Voluntary and Community Sector Emergencies Partnership (VCSEP), and disseminate useful updates from these and other relevant organisations.

We promote local volunteering and provide information on local volunteering opportunities, with a focus on the online HADCA Volunteering Directory which has been in operation since 2016. We provide further support to volunteer-involving organisations via regular information updates.

Local fundraising

It is part of our role to ensure that the Harrogate District voluntary and community sector is resilient and well prepared, and we continued our partnership with HBC and the Two Ridings Community Foundation (TRCF) to provide THE LOCAL FUND for the Harrogate District, which was launched in January 2018. The ambition is to build a substantial endowment fund that can be easily accessed by local charities to help them meet the needs of their beneficiaries. The fund itself is held and managed by TRCF and HADCA's role is to co-ordinate the overall partnership, promote the fund to potential donors and recipients and participate in the panel which distributes funds.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Providing services for people challenged by their life circumstances

Via the Harrogate Easier Living Project (HELP), HADCA works with volunteers to help people whose circumstances mean they are in need of additional support to remain independent, safe and well in their own homes. These services are provided at a very low cost or free of charge, to people unable to access affordable support from any other providers and those without a trusted local support network. The key services offered are:

In the home:

- Help for people needing assistance with seasonal garden tidies, decorating, basic repairs and other one-off practical tasks (*Help at Home*), co-ordinated from our Harrogate office.
- *Ripon & Rural Befriending Service* provides one to one companionship and support for adults of all ages in the northern part of the district, co-ordinated from our Ripon office.

Away from the home:

- Door to Door transport: volunteers use their own vehicles to transport people to appointments, shops, community activities and are reimbursed at 45p per mile.
- Social groups and activities.
- Information and signposting is a key part of our offer. This service is especially valuable for those who are digitally excluded.

In addition we remained a designated COVID Community Support Organisation but with a new remit to support people in adapting to going back out into the community and dealing with cost of living and winter pressures, as well as some support to the ongoing vaccination programme.

In March 2023, HADCA employed 22 staff (10 full time equivalents). However, we were only able to provide our services due to the support of an average of 139 volunteers each week assisting with essential journeys, offering befriending and supporting the smooth running of vaccination centres as well as helping the team in the office and with our practical tasks in the community.

ACHIEVEMENTS AND PERFORMANCE DURING 2022/23

General overview

The charity continues to be led by Frances Elliot, Chief Executive and Karen Weaver, Strategic Lead for Community Action, providing stability and continuity of leadership in the ongoing challenging environment facing the voluntary and community sector and our community.

2022/23 saw a continuation of the return to normal working following the pandemic, though retaining some of the new working practices such as hybrid working and the use of video technology for some team and network meetings. Our board meetings returned to being in person, whilst sub committees have stayed online, which has helped trustees to participate fully alongside their other roles and responsibilities.

We work hard to ensure all our risk assessments, policies and procedures are kept up to date and that staff and volunteers are aware of all key decisions. Health and safety, data security and safeguarding are considered at every board and team meeting to ensure we comply with all regulatory requirements relevant to our services. Staff and volunteers continue to participate in a wide range of training and development and particularly benefited from the increase in online training on offer. First aid, fire safety and safeguarding courses were amongst the training completed during the year.

Fundraising remains a key activity to ensure a balanced budget, and substantial work was required on bids for new funding opportunities with North Yorkshire Council. Applications to trusts and foundations also continued, and we also benefitted from a generous legacy within this financial year, which is highly unusual for our charity.

Information services

A key role for HADCA is to promote the local voluntary and community sector and we continue to use a variety of methods to do so, including social media. We have strong links with the local media and contribute two monthly columns in the Harrogate and Ripon weekly newspapers to highlight the work of the sector. Our free online Introduction Sessions help connect new colleagues from statutory and voluntary organisations, as well as local residents and businesses. Health and social care professionals became more aware of local voluntary sector services and how to refer their clients. 47 people participated in 5 sessions.

The HADCA e-bulletins continued to be issued weekly during 2022/23 to keep over 1,000 local charity and community contacts up to date with information on grants; resources; local community food provision; energy and general cost of living support; local community venues offering activities and 'warm spaces'.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Information services (continued)

The bulletins include training and networking opportunities, funding, resources and consultations and also promote local charity news, new and changed services, activities, events, volunteering opportunities and charity jobs. The 'Care in Action' newsletter published twice per year shares voluntary sector news with a wider network of readers, including health and social care professionals, local councillors, parish councils and churches. The HADCA website was updated to include pages signposting people to Cost of Living support and bringing together lists of warm spaces from across the district, as well as updating these venues in the Where to Turn directory. In the run up to Christmas, we shared information about various ways to support local charities and each other during the festive season.

HADCA is active on Twitter and Facebook and daily posts promote local voluntary action and resources with over 4,600 Twitter followers.

The fully searchable online 'Where to Turn' directory contains over 800 charity services and community activities providing support for good health and wellbeing. Our community events calendar lists around 60 forthcoming events (including online) at any one time for charities, volunteers and people in our communities to connect, learn and have a good time.

We were pleased to see the full return of community events and attended several across the district to increase awareness of the information, support, learning and opportunities available. These included Sights and Sounds of Ripon, Bilton and Woodfield Community Day and Volunteering Week at Harrogate College.

Local community action

Our online Volunteering Directory helps people find roles according to their interests, skills, needs and availability. Local volunteering opportunities, and the benefits of volunteering, are promoted through local and social media, promotional postcards, booklets of opportunities and partnerships with local organisations. We also work behind the scenes to make sure potential volunteers have the best possible experience. We provide assistance online, by phone and in person for people who need a little extra help to use our Directories to find support, activities or a suitable volunteering role and for people recruiting volunteers, listing opportunities for the first time.

There were around 150 local volunteering opportunities listed in our directory at any one time. Over the year we helped organisations to recruit volunteers for 293 different roles.

The regular Harrogate District Volunteer Managers Network newsletter continued to keep over 720 local volunteer organisers up to date with resources to recruit and manage volunteers effectively.

Key strands of our work are to bring people together to share best practice and opportunities, to work together to improve local services and community connections, and to give voluntary sector organisations voice and influence with decision makers. We organised and supported 8 online forum and network meetings attended by 113 people. In October, the HADCA AGM brought together 47 people at a local community venue to look at how we could connect and collaborate across the district to navigate the challenges of the winter and beyond.

Our Summer 2022 Members' Survey gave encouraging feedback with 92% of respondents expecting a need for HADCA services in 3 years' time:

- 'The help that HADCA provides is not offered anywhere else...it is essential for the development of the voluntary sector in the community.'
- 'HADCA makes a world of difference to people's lives. You connect people with activities, you stop social isolation, you share information, you support the community with volunteering, funds and I am only skimming the surface as to what you make a difference to.'
- 'HADCA supports everyone in the community. They are inclusive and diverse and passionate about everyone having the best opportunities and tools at their disposal to live a fulfilling life. We saw the need for HADCA over the Covid period - they have helped keep us all in touch and supporting each other through difficult times and the cost of living crisis is going to have an equally long impact.'

Regular targeted e-mail updates were compiled and circulated to keep members of the following groups up to date on relevant current events and issues:

- Connecting Ripon Network is a partnership group with 131 members, representing 68 organisations, facilitated by HADCA for voluntary, community and faith sector organisations to work together to strengthen volunteering and community connections in Ripon and the surrounding villages. It met 4 times in 2022/23;
- Harrogate District VCS Chief Officers and Chairs Group is a network of 82 decision makers who share news, views, the challenges of managing change and opportunities for funding and partnership working. Due to funding changes this group was set to be discontinued from April 2020 but we decided to reinstate it as a virtual network during the first lockdown. As local decision makers continued to find the catch ups helpful, 4 meetings were held online in 2022/23. Meetings included updates from Citizens Advice and other members on the cost of living crisis, its impact locally and the support available.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Local community action (continued)

As well as our forums and networks, we are involved in a variety of partnerships where we seek to share learning and issues gleaned from our wide range of connections. We continued to be active members of the following partnerships:

- Roles on the HBC led Public Services Leadership Board, My Neighbourhood Programme and VCS Liaison Group, enabling regular contact with HBC officers and councillors (to March 2023)
- Liaison with NYCC Stronger Communities and Living Well officers to ensure co-ordination and joint working with the local VCS
- Harrogate Chamber of Trade – regular contact and attendance at events and meetings
- St Michael's Task and Finish Community Services Group
- NY Thriving Communities Partnership Meetings

We actively seek opportunities to develop services and activities to support local community action and volunteering and two long awaited new partnership projects finally got underway in April 2022, with funding enabling the appointment of two part time members of staff.

1. Volunteering City of Ripon Project

This project is funded by a Heritage Lottery grant secured via the Skell Valley Partnership (led by the National Trust at Fountains Abbey Studley Royal and the Nidderdale AONB). HADCA's role is to work with local voluntary and community organisations in the Ripon area to foster a shared approach to recruiting, training, managing and supporting volunteers which will help them be more impactful, sustainable and inclusive. This 18 month project is part of the ambitious 5 year Skell Valley Project, which has 16 partners collaborating on 15 work streams to revive and restore this special landscape for people, nature and heritage. The first step following appointment of the Project Co-ordinator was to host a workshop with local volunteer involving organisations to gain a clear understanding of Ripon's volunteering landscape. Early feedback identified particular challenges around the ageing profile of existing volunteers and a desire to focus on attracting more young people to become involved in community action.

Activities during the first 12 months have included the formation of a project steering group and close working with Ripon Library and Ripon YMCA to consult with young people and host a Community Helper Day in February 2023. This was held at the library and attended by 12 VCS organisations and over 40 young people. A webpage and social media channels have been set up and free resources for local schools and youth groups developed in partnership with Picture News. Two further VCS workshops were run focussing on working with young people and safeguarding, and the project has secured access to free online training resources via the Charity Learning Consortium for 12 months. Strong links have been built with other local partners including education, Ripon Together CIC and Ripon BID. Finally the Power of 10 Reward scheme has been developed and launched to recognise and celebrate the hours of community help provided by young people and encourage their ongoing involvement.

2. Harrogate Community Fit Project

Our new Community Fit partnership with North Yorkshire Sport (NYS) had a successful launch in May 2022, with funding from the NHS and HBC and support from Community First Yorkshire. The aim is to create a community of local people who meet to be social and active while giving time to Harrogate's people and spaces. Via regular group sessions people run, walk or cycle together from Community House to a community group or charity where they help out before heading back to base. This includes a variety of tasks from sorting donations to moving furniture, painting, tree planting or litter picking. 46 unique volunteers collectively ran 681 miles to give 265 hours of help to 15 different partner organisations over 38 separate occasions, providing much needed additional resources to those groups as well as improving the health and wellbeing of the "Fitstar" volunteers. The project has already demonstrated how much can be achieved by a very small team of staff (the Task Organiser based with HADCA and the Activator located in the NYS team, and a dedicated and active group of volunteers.)

Harrogate Community House

The 25th anniversary of Community House was celebrated in May 2022 with a visit by the Mayor and Mayoress of the Harrogate District, an opportunity to reflect on the ambitions of the founders and the vital role of the premises as a hub for charity organisations and voluntary service. Later in the year local radio station Your Harrogate interviewed several of our charity tenants as part of an outside broadcast from one of the meeting rooms. Both events provided the opportunity for our tenants to share information on their varied and vital activities and services. Office occupancy remains high and meeting room usage has continued to build back up post Covid. The installation of a new fire alarm system was completed in the summer of 2022 and now includes remote monitoring. External maintenance works were completed to the rear of the building, including extra lighting, and towards the end of the year works started on the replacement of all the internal lighting with an LED scheme. With energy costs remaining high this was a high priority and was funded by the use of reserves and external grants. The reception team support HADCA staff and tenants with a wide range of services as well as welcoming visitors and responding to a wide range of enquiries via phone, e mail and in person.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Community Fundraising

The value of THE LOCAL FUND endowment (held by Two Ridings Community Foundation) has continued to grow in size, enabling two application rounds to be held in April 2022 and February 2023. 30 projects received grants totalling £78,176 and this included five first time applicants, emphasising the importance of THE LOCAL FUND as a starting point for groups needing to fundraise. The Fund partners continue to meet regularly and organised the annual celebration event at the West Park Hotel in November 2022, attended by fund partners, donors and recipients, together with the Mayor of the Harrogate District and local media.

We have continued to promote THE LOCAL LOTTO for the Harrogate District, both to good causes and players. There are now 118 good causes signed up and over 900 players. At least 10p from every ticket sale is donated to THE LOCAL FUND and over £260,000 has been raised in total since the launch in 2018, supporting good causes across the District.

Services for people in the community

The Harrogate Easier Living Project (HELP)

HELP provides a range of preventative services aimed at helping people maintain their independence in their own homes, principally supported by funding from North Yorkshire County Council and Harrogate Borough Council. Vital further income is also generated via trust, community, and corporate fundraising, in addition to the donations received from clients and their families.

Community Support Organisation (CSO) for Harrogate Town.

Funded by North Yorkshire County Council to assist with COVID Recovery, Community Resilience and Cost of Living / Winter Pressures Support:

- Urgent shopping, prescription pick-ups and other essential errands on 169 occasions for the first five months of the year, whilst reviewing the increasing range of options with individuals who had been relying on these services, to enable them to put alternative plans in place.
- Wellbeing calls to check in with those most in need of support
- Single point of contact for people experiencing cost of living or winter pressures, with personalised signposting to the most relevant sources of local advice and support for the individual. This included sharing emergency food support options such as vouchers for the food bank, information about the community grocery and Local Assistance Fund, and referrals to Warm and Well North Yorkshire and the Green Doctor. We kept a growing list of Warm Spaces up to date via our Where to Turn directory and liaised with groups running spaces to offer our information and signposting services as needed.
- Sharing information about cost of living support with local schools each term and responding to enquiries relating to specific needs of families within those school communities.

Help at Home

This long established and vital service is provided by two part time staff accompanied by volunteers. They completed 351 jobs and spent approximately 2,000 hours working in people's homes and gardens to ensure safety and reduce worry about tasks the householder is not able to do themselves.

Voluntary Car Driving Service

The service continued to operate with the health and safety mitigations of mask wearing, cleaning and ventilation still in place, given that the health of our passengers would likely be more adversely affected by respiratory infections than the general population. Volunteers completed 6,778 journeys throughout the year, supporting 115 new clients.

Ripon & Rural Befriending Service

We continued to provide both face to face and telephone support for people, with an average of 60 people having home visits at any one time and a further 32 being supported over the phone or in the community across the district. Our weekly Friendship Club has flourished, providing seated exercise and much appreciated social contact for 15-20 people each week. The Club has served as a valuable route to identify people in need of additional signposting or support.

Here to HELP Information Services

This is our information services to individuals in the local community, often people who are not digitally engaged enough to use our Where to Turn Directory independently. As well as the large number of incoming phone calls, we received emails, enquiries via social media and spoke to people coming into Community House with queries. We sent out regular mailings with details about where to turn for information about fuel poverty, emergency food options, the dangers of carbon monoxide and how to sign up for the Priority Services Register to get additional support from utilities providers in case of disruption to supply. We continued delivery of our magazine, "A Small HELPing" in Ripon, which combined targeted information to keep people up to date with changes to local services and activities restarting, alongside articles by or about clients and volunteers, who have been pleased to share their skills and interests with the wider group in this way. Face to face information sessions continued and we regularly attended Resurrected Bites' Community Grocery Stores in Harrogate and Knaresborough to signpost people to other sources of local support and to ensure they know where to go for help with high heating bills, debt, or mental health support. In addition, we regularly attended local libraries as well as support groups and interest groups on an ad hoc basis across the district.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Vaccination Centres

Throughout the year, we worked in partnership with other Community Support Organisations to provide teams of volunteer marshals for the vaccination centres at Harrogate Showground. We also supported several flu clinics at Mowbray Square. Whilst the 39 sessions were smaller scale and less frequent than they had been in the previous year, 77 volunteers from HADCA offered over 1185 hours of volunteering over 12 months.

Social Activities

In partnership with a local school and a hotel, we have been able to host free social get togethers to enable people to reconnect, as well as occasional Friendship Club group outings away from the usual venue and format. We also have a popular Craft Group where people with similar interests meet and share skills. All social activities and events are useful in providing further information and signposting opportunities.

Financial Review

HADCA finished the year with an overall surplus of £36,199. This was made up of surpluses of £27,638 within unrestricted funds and £8,561 within restricted funds.

Total income was £506,421 (£433,928 in 2022)

Our expenditure in the period was £470,222 (£423,999 in 2022).

The trustees were pleased with the overall results.

Reserves policy

The trustees have agreed that it is necessary to hold free reserves to cover the following contingencies:

- To cover the redundancy and other costs in the event of the charity winding up through a substantial loss of funding.
- To provide working capital where contracts are paid in arrears.
- To finance existing or new activities until adequate external funding is obtained.

The trustees consider that a reserve equivalent to three months' running costs is sufficient. Currently £110,000 to £150,000 is adequate to cover these contingencies. The actual free reserves at 31 March 2023 were £146,887 and this will help us face ongoing funding challenges in 2023/24 and beyond.

Principal funding sources

The main sources of funding for the principal activities of HADCA were via the Wellbeing and Prevention contract with North Yorkshire County Council and vital annual core funding support from Harrogate Borough Council. Income was also received from NYCC to support our work as a Community Support Organisation.

Thanks to the efforts of our Development Manager and Fundraising Assistant additional funding support totalling £51,000 was secured from several Trusts and Foundations, with a further £22,000 from individual donors, community events and proceeds from our Christmas Raffle and 100 Club.

We are extremely grateful to all the trusts, businesses, community groups, organisations and individuals who have provided us with the valuable financial and in-kind support necessary to carry out our work in 2022/23:

All Together Now, Bilton Gala, Bishopton Veterinary Group, Brelms Trust, Caroline & Stuart Baldwin, Charles & Elsie Sykes Trust, Community First Yorkshire, Community Partnering Fund, Coop Community Fund, Councillor Chris Aldred, Councillor Margaret Atkinson, Councillor Philip Broadbank, Councillor Sam Gibbs, Councillor Peter Lacey, Councillor Pat Marsh, Councillor Mike Schofield, Crowne Plaza Harrogate, Decco, Edward Gostling Foundation, Evan Cornish Foundation, George A Moore Foundation, Holy Trinity Church Ripon, Home Instead Charities, Nanci Downey, One Stop Community Fund, P&G, Ripon Cathedral, Ripon Pantomime Group, Ripon Recycling Fund, Rotary Club of Harrogate, Roosters Brewing Co, Saints Plant Stall, Skipton Building Society, Sylvia & Colin Shepherd Charitable Trust, The Local Fund, Two Ridings Community Foundation.

In addition to these funds, HADCA receives income for its various services from donations from individuals, charges for some support services and for administration services provided to member organisations.

Risk management

HADCA maintains a risk register and the board of trustees and sub committees ensure that all major risks to which the charity is exposed are reviewed on a regular basis and that the systems and procedures are in place to manage these risks. Health and safety, data security and safeguarding are agenda items at every board meeting and there are lead trustees for adult and children's safeguarding.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Future Plans

General overview

The charity continues to have three main service areas:

- Helping people stay safe and well supported by volunteers (Harrogate Easier Living Project – HELP)
- Provision of local voluntary & community sector information services (the Where to Turn directory and associated services)
- Support for Local Community & Social Action including volunteering, community fundraising via THE LOCAL FUND and the operation of Harrogate Community House.

The creation of a single unitary local authority for North Yorkshire in April 2023 has had a significant impact on all our key funding streams and services, which are as follows:

- The strategic partnership grant formerly from Harrogate Borough Council which supports our information and community action work: this has been confirmed for 2023/24, but HADCA await a decision beyond this timeframe.
- The NYCC Wellbeing and Prevention contract came to an end in March 2023 and Health and Adult Services replaced it with a series of hyper local grants called “Staying Healthy, Independent and Connected”. Whilst successful in obtaining the grant for low level prevention services in Ripon, we were not successful in Harrogate Town. Overall this resulted in a substantial reduction of £74k in income for the HELP services and has meant we have paused taking new referrals to our Ripon Befriending Service pending the outcome of other funding applications. Other services have continued to operate with the use of reserves whilst we review our alternative funding options going forwards.
- Grant aid support from Harrogate Borough Council for the Help at Home service: this has been confirmed for 2023/24 but HADCA await a decision beyond this.
- Voluntary car driver services in Harrogate and Ripon, part funded by NYCC: in the face of sharply rising costs a significant increase in the use of HADCA reserves has been required in order to run these services effectively. Efforts to secure an update of the NYCC funding arrangements have progressed slowly and in February 2022 the board took the extremely difficult decision to give notice that we could not afford to provide the service beyond June 2023. Additional funding has subsequently been made available to extend our role to the end of 2023 whilst NYC secures a new provider / providers. We continue to work with them to ensure a smooth transition for all concerned and particularly our clients and volunteers.
- The operation of Harrogate Community House for voluntary and community sector tenants and meeting room user: receipt of discretionary rate relief (previously from HBC) is crucial to the building's finances (confirmed for 2023/24 from NYC).

Pending the outstanding decisions required from the new North Yorkshire Council as outlined, HADCA is keen to help deliver their pledge “to have a local approach ingrained in its operations, whilst covering the largest geographical area of any local authority in the country”. In this regard we are pleased that HADCA has been selected to work with the NYC Stronger Communities team to undertake research into possible models for a Community Anchor organisation for Harrogate Town, identifying key issues on a hyper-local basis. We have also sought to make good links with the elected members and will keep in touch with the roll out of community partnerships across the District to ensure VCS engagement in them.

Given our depth of local knowledge, connections and profile and our track record of partnership working we envisage that HADCA, HELP and Harrogate Community House could have a key role as a hub or anchor organisation, providing linkage into the wider structures and systems across the public and voluntary sectors. We will seek funding from a range of sources to continue to deliver services across our area of benefit (the former Harrogate District), wherever there is an unmet need that we are best placed to serve. We will continue to collaborate with a wide range of local partners and to connect those who can help each other, recognising that there are health inequalities in our area that can only be tackled by joint working.

To balance our budget there will be a continued focus on fundraising, which remains challenging as members of the public and businesses all face rising costs. Trusts and foundations are expected to receive an increasing number of applications and we will have to find creative solutions to the challenge of raising additional income. This is also the case for all local voluntary and community sector organisations and we will continue to champion THE LOCAL FUND as a source of support for grass roots groups and good causes.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2023**

Helping people stay safe and well at home supported by volunteers

Given the changes to our funding for services to individuals we have sought pro-bono external support to review and plan for the future. Our aim is always to focus on unmet need, rather than duplicate what other organisations are already doing. We are exploring several avenues for funding for work that meets the need within our communities and where we are uniquely placed to help.

Meanwhile our Help at Home gardening, decorating and odd job service continues to operate with local authority funding support which is vital to the continuation of that service. We offer the fastest possible support to council tenants and to people without family or friends who can help them. Not only do we provide the practical support requested, but we seek opportunities to refer people on to other sources of support as appropriate.

We will continue to offer our support to local GP practices in this autumn's vaccination programmes and hope to retain good numbers of volunteers to support this. We have secured some grant funding to grow this cohort of volunteers and engage them in wider one-off volunteering opportunities with local groups.

Finally, connecting people to support or information that they need will always be a key facet of our services. We have grown partnerships with a number of local VCS organisations in order to reach more people and we will continue to do so, especially given the challenging financial situation facing so many people we already support and potentially many more members of the wider public.

Local voluntary and community sector information services

We will be continuing to focus on making the best use of technology to share information to support and promote our local voluntary and community groups. The "Where to Turn" and Volunteering Directories remain at the heart of this work, and we will ensure that both are up to date, accurate and widely promoted so that they are the first port of call for people looking for support or to get involved in their local community. We also wish to be valued as a reliable source of information for new arrivals in our area, including refugees from Syria, Afghanistan and Ukraine. We will continue to provide our regular e-bulletins and newsletters and ensure all our services are GDPR compliant. We will continue to use a range of social media and traditional platforms to raise awareness of the value and contribution of our sector and the opportunities to become involved.

Support for local community and social action

We will support local voluntary action via our programme of events and networks and will continue to host forums, enabling VCS representatives to meet, share issues and influence decision makers. We are pleased to have received confirmation of a small annual grant from Ripon City Council for the next four years, which supports our Connecting Ripon Network work.

Additional opportunities may come from the creation of the new Humber and North Yorkshire Health and Care Partnership, who have embedded liaison with the voluntary and community sector from their inception and we have been asked to be the local conduit for information in and out of this partnership.

We will keep championing volunteering across the district, sharing information on opportunities and promoting good practice in volunteer management. This includes seeking further funding to continue to deliver our two 18 month partnership projects currently underway, the Volunteering City of Ripon and Community Fit. Both are working to boost volunteering via a variety of innovative approaches and sharing of good practice, with really positive progress already made in the first twelve months.

We will ensure that Harrogate Community House is maintained and developed as a supportive and welcoming location for voluntary and community groups to work and meet.

We will collaborate with the wider voluntary and community sector at a county wide, regional and national level wherever we can see an actual or potential benefit back to our district.

Finally we will continue to promote and develop THE LOCAL FUND and THE LOCAL LOTTO for the Harrogate District. This includes bringing in new donations to the fund, assisting with the promotion of grant aid opportunities to beneficiaries and ongoing growth of the LOTTO.

Clearly the uncertainty over several significant strands of funding will have a significant impact on our charity in 2023/24: adjustments to services and staffing are inevitable and planned use of reserves has been approved by trustees during this period of adjustment. We will continue to review our forward plan and update the aims and objectives of the organisation to ensure HADCA remains best placed to respond to changing needs of our District, whilst adapting to our own changing finances. Our board of trustees, staff and volunteer teams remain our greatest asset and we will continue to invest in them to achieve the best outcomes for our community.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Structure, Governance and Management

Governing document

Harrogate and Area CVS was incorporated as a company limited by guarantee at Companies House (number 7760477) on 2 September 2011. Registration with the Charity Commission (number 1144758) took place on 23 November 2011. The memorandum and articles were amended by special resolutions at Companies House on 26 March 2012 and 13 October 2022.

The charity is a membership organisation and as of 31 March 2022 the organisation had 217 members. Our memorandum and articles of association requires that member representatives make up 60% of the board of trustees.

Recruitment, appointment and induction of trustees

Appointment of trustees is governed by the memorandum and articles of association. The board of trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee.

One third of the trustees must retire at the Annual General Meeting. However, if eligible, they may offer themselves for re-election, serving a maximum period of up to 6 years (two three-year terms). No new trustees were appointed at the 2022 AGM but Ian Bergel and Caroline Shead renewed their appointment in line with the requirements of our memorandum and articles of association.

When new trustees are appointed they are invited to meet with the Chief Executive for an initial induction session. An induction checklist with copies of relevant policies and other documents is provided, along with introductions to members of staff. Trustees are encouraged to attend relevant training and are invited to attend meetings and other events arranged by the organisation.

Organisational structure

The board of trustees of the charity, currently comprising 10 trustees, holds a minimum of four board meetings per year, plus two board development sessions. In addition, there are sub-committees for finance, governance and property:

Finance:	Governance:	Property:
Ian Bergel (Chair)	Helen Bournier (Chair)	Ann Allen (Chair)
Phyl Hughes	Caroline Shead	Sam Gibbs
James Plummer	Victoria Pilkington	Helen Bournier
Alistair Ratcliffe		

Operational management is delegated to the Chief Executive, who is supported by a team of staff and volunteers in three areas of work; community action services, services to individuals and business support. In 2022/23 the management team was made up of the Chief Executive, the Strategic Lead for Community Action and the Finance Officer. The Finance Officer is responsible for the day to day financial management of the charity.

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

.....
Helen Claire Bournier - Chair
Trustee
Date:

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

I report to the trustees on my examination of the financial statements of Harrogate & Area Council for Voluntary Service Ltd (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

N Clemit ACA, FCCA

JWPCreers LLP
Chartered Accountants
Genesis 5
Church Lane
York
YO10 5DQ

Dated:

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Notes							
Income from:							
Donations and legacies	2	2,447	87,864	90,311	5,819	42,199	48,018
Charitable activities	4	119,794	295,216	415,010	106,622	279,271	385,893
Investments	3	1,100	-	1,100	17	-	17
Total income		123,341	383,080	506,421	112,458	321,470	433,928
Expenditure on:							
Raising funds	5	-	656	656	-	980	980
Charitable activities	6	95,703	373,863	469,566	80,140	342,879	423,019
Total expenditure		95,703	374,519	470,222	80,140	343,859	423,999
Net income for the year/ Net movement in funds		27,638	8,561	36,199	32,318	(22,389)	9,929
Fund balances at 1 April 2022		151,951	577,092	729,043	119,633	599,481	719,114
Fund balances at 31 March 2023		179,589	585,653	765,242	151,951	577,092	729,043

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	9		524,249		526,340
Current assets					
Debtors	10	14,985		7,099	
Cash at bank and in hand		251,415		241,622	
		<u>266,400</u>		<u>248,721</u>	
Creditors: amounts falling due within one year	11	<u>(25,407)</u>		<u>(46,018)</u>	
Net current assets			240,993		202,703
Total assets less current liabilities			<u>765,242</u>		<u>729,043</u>
Income funds					
Restricted funds	13		585,653		577,092
Unrestricted funds			179,589		151,951
			<u>765,242</u>		<u>729,043</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on

.....
Helen Claire Bournier - Chair
Trustee

Company registration number 7760477

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash generated from operations			19,762		27,780
Investing activities					
Purchase of tangible fixed assets		(11,069)		(21,600)	
Investment income received		1,100		17	
Net cash used in investing activities			(9,969)		(21,583)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			9,793		6,197
Cash and cash equivalents at beginning of year			241,622		235,425
Cash and cash equivalents at end of year			251,415		241,622

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Harrogate & Area Council for Voluntary Service Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Community House, 46-50 East Parade, Harrogate, HG1 5RR.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

1.5 Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

Raising funds are those costs incurred in attracting donations and legacies and those incurred in trading activities that raise funds.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the direct costs and support costs relating to such activities.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include its audit fees and costs linked to the strategic management of the charity.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Fixed assets are stated at cost or valuation less accumulated depreciation. Individual fixed assets costing £1,000 or more are capitalised at cost.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Buildings	2%
Computers and office equipment	33%
Vehicles	25%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.8 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.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price.

Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.9 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Pensions

The charity contributes to defined contribution pension schemes in respect of its employees. The assets of these schemes are entirely separate to those of the charity. The pension cost shown represents contributions payable by the charity in respect of the employees.

1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023 £	2023 £	2023 £	2022 £	2022 £	2022 £
Donations	2,447	46,197	48,644	5,819	42,199	48,018
Legacies	-	41,667	41,667	-	-	-
	<u>2,447</u>	<u>87,864</u>	<u>90,311</u>	<u>5,819</u>	<u>42,199</u>	<u>48,018</u>

3 Investments

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Interest receivable	<u>1,100</u>	<u>17</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	Community action 2023 £	Forums and events 2023 £	Service delivery 2023 £	Total 2023 £
Grants	52,000	-	267,028	319,028
Fees and charges	79,794	-	16,188	95,982
	<u>131,794</u>	<u>-</u>	<u>283,216</u>	<u>415,010</u>
Analysis by fund				
Unrestricted funds	119,794	-	-	119,794
Restricted funds	12,000	-	283,216	295,216
	<u>131,794</u>	<u>-</u>	<u>283,216</u>	<u>415,010</u>
	Community action 2022 £	Forums and events 2022 £	Service delivery 2022 £	Total 2022 £
Grants	49,571	4,640	230,382	284,593
Fees and charges	62,122	-	39,178	101,300
	<u>111,693</u>	<u>4,640</u>	<u>269,560</u>	<u>385,893</u>
Analysis by fund				
Unrestricted funds	106,622	-	-	106,622
Restricted funds	5,071	4,640	269,560	279,271
	<u>111,693</u>	<u>4,640</u>	<u>269,560</u>	<u>385,893</u>

5 Raising funds

	Restricted funds 2023 £	Restricted funds 2022 £
Support costs	656	980
	<u>656</u>	<u>980</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

6 Charitable activities

	Community action 2023 £	Forums and events 2023 £	Service delivery 2023 £	Total 2023 £
Direct staff costs	51,618	-	209,910	261,528
Project costs	2,182	2,504	42,235	46,921
	<u>53,800</u>	<u>2,504</u>	<u>252,145</u>	<u>308,449</u>
Share of support costs (see note 7)	52,493	(6)	103,342	155,829
Share of governance costs (see note 7)	3,410	6	1,872	5,288
	<u>109,703</u>	<u>2,504</u>	<u>357,359</u>	<u>469,566</u>
Analysis by fund				
Unrestricted funds	95,703	-	-	95,703
Restricted funds	14,000	2,504	357,359	373,863
	<u>109,703</u>	<u>2,504</u>	<u>357,359</u>	<u>469,566</u>
	Community action 2022 £	Forums and events 2022 £	Service delivery 2022 £	Total 2022 £
Direct staff costs	48,601	1,911	185,151	235,663
Project costs	2,393	3,160	59,400	64,953
	<u>50,994</u>	<u>5,071</u>	<u>244,551</u>	<u>300,616</u>
Share of support costs (see note 7)	40,845	440	75,985	117,270
Share of governance costs (see note 7)	3,298	29	1,806	5,133
	<u>95,137</u>	<u>5,540</u>	<u>322,342</u>	<u>423,019</u>
Analysis by fund				
Unrestricted funds	80,140	-	-	80,140
Restricted funds	14,997	5,540	322,342	342,879
	<u>95,137</u>	<u>5,540</u>	<u>322,342</u>	<u>423,019</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

7 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Depreciation	13,160	-	13,160	13,092	-	13,092
Support staff costs	41,856	-	41,856	32,784	-	32,784
Communications and IT	12,166	-	12,166	12,217	-	12,217
Financial costs	424	-	424	712	-	712
Printing and postage	6,225	-	6,225	7,350	-	7,350
Premises	81,998	-	81,998	51,115	-	51,115
Governance costs	-	5,288	5,288	-	5,133	5,133
	<u>155,829</u>	<u>5,288</u>	<u>161,117</u>	<u>117,270</u>	<u>5,133</u>	<u>122,403</u>
Analysed between						
Charitable activities	<u>155,829</u>	<u>5,288</u>	<u>161,117</u>	<u>117,270</u>	<u>5,133</u>	<u>122,403</u>

Governance costs includes payments to accountants of £2,700 (2022: £2,580) for independent examiners fees.

8 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Total	<u>24</u>	<u>23</u>
Wages and salaries	273,372	237,142
Social security costs	9,299	6,844
Pension costs	<u>20,383</u>	<u>17,792</u>
	<u>303,054</u>	<u>261,778</u>

No employee received emoluments of more than £60,000 per annum (2022: £nil)

The total paid to key management personnel during the year was £50,222 (2022: £50,026).

The average number of employees is calculated on the basis of full time equivalents with regard to a 37 hour working week was 11.2 (2022: 10.6).

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

9 Tangible fixed assets

	Buildings	Computers and office equipment	Vehicles	Total
	£	£	£	£
Cost or valuation				
At 1 April 2022	550,000	35,338	29,602	614,940
Additions	-	11,069	-	11,069
At 31 March 2023	550,000	46,407	29,602	626,009
Depreciation				
At 1 April 2022	44,000	14,998	29,602	88,600
Depreciation charged in the year	11,000	2,160	-	13,160
At 31 March 2023	55,000	17,158	29,602	101,760
Carrying amount				
At 31 March 2023	495,000	29,249	-	524,249
At 31 March 2022	506,000	20,340	-	526,340

Community House was received from winding up Harrogate Community House Trust Ltd on 28 September 2018. The asset was valued at £550,000 by Feather Smailes Scales at the time of transfer.

10 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Debtors (accounts receivable)	11,500	4,864
Accrued income	1,132	894
Taxation and social security	2,067	1,084
Prepayments	286	257
	14,985	7,099

11 Creditors: amounts falling due within one year

	Notes	2023	2022
		£	£
Other creditors		3,623	10,490
Accruals		6,784	9,283
Deferred grant income	12	15,000	26,245
		25,407	46,018

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

12 Deferred income

	2023 £	2022 £
Opening balance	26,245	26,245
Amount released to income in the year	(26,245)	(26,245)
Amounts deferred in the year	15,000	26,245
	<u>15,000</u>	<u>26,245</u>

Deferred income comprises grants received in advance of the funding period.

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2022 £	Movement in funds			Balance at 31 March 2023 £
		Income £	Expenditure £	Transfers £	
Community action					
Community House Capital Reserve	506,000	-	(11,000)	11,069	506,069
Community House Cash Funds	57,438	12,500	(3,000)	(11,069)	55,869
Community Fit	3,874	13,202	(9,798)	-	7,278
Forums					
RIPPSI	2,504	-	(2,504)	-	-
Service delivery					
HELP - Harrogate Easier Living Project	7,405	136,232	(132,575)	-	11,062
Prevention	-	104,979	(104,979)	-	-
Help at Home	-	58,199	(53,199)	-	5,000
Transport	-	34,854	(34,849)	-	5
Volunteering City of Ripon Project	(129)	23,114	(22,615)	-	370
	<u>577,092</u>	<u>383,080</u>	<u>(374,519)</u>	<u>-</u>	<u>585,653</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

13 Restricted funds

(Continued)

	Balance at 1 April 2021	Movement in funds		Transfers	Balance at 31 March 2022
	£	Income £	Expenditure £	£	£
Community action					
Community House Capital Reserve	517,000	-	(11,000)	-	506,000
Community House Cash Funds	54,367	5,071	(2,000)	-	57,438
Community Fit	-	4,506	(632)	-	3,874
HPOC	1,998	-	(1,998)	-	-
Forums					
RIPPSI	3,404	4,640	(5,540)	-	2,504
Service delivery					
HELP - Harrogate Easier Living Project	6,862	110,655	(110,112)	-	7,405
Prevention	-	104,979	(104,979)	-	-
Help at Home	4,933	47,944	(52,877)	-	-
Help at Home Van Fund	2,926	-	(2,926)	-	-
Transport	7,991	43,291	(51,282)	-	-
Volunteering City of Ripon Project	-	384	(513)	-	(129)
	<u>599,481</u>	<u>321,470</u>	<u>(343,859)</u>	<u>-</u>	<u>577,092</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

13 Restricted funds

(Continued)

Restricted funds represent monies to be used for the following specific purposes:

Community House Capital Reserve

This is the value of the property as at April 2019 when it was acquired and any capital improvements that have since been made. The transfer from the Community House Cash Funds this year was in relation to the LED lighting which was capitalised in the year.

Community House Cash Funds

These funds were transferred over from Harrogate Community House Trust Ltd on completion of the transfer and will be used to maintain and develop the building.

Harrogate District Community Fit Project

HADCA is a delivery partner in the 18 month Community Fit Project in partnership with North Yorkshire Sport, funded by the NHS via Community First Yorkshire. We are hosting the Task Co-ordinator post, based with our HELP team. The aim of the project is to create a community of local people who meet to be social and active while giving time to Harrogate's people and spaces. Regular group sessions will involve people who will run, walk or cycle together from one of our bases to a community group or charity to complete a variety of tasks.

HPOC (2022 only)

This is NHS funding which was received as a grant from Community First Yorkshire to carry out two research projects, commissioned as part of the Harnessing the Power of Communities (HPoC) programme in the Harrogate District

RIPPSI

Funding from NYCC for running costs of the Ripon Physical and Sensory Impairment Group. The balance of this fund has now been transferred to the Ripon Sensory Impairment Charity.

Harrogate Easier Living Project

Supported by funding from NYCC and HBC to provide help with practical tasks for those who have nobody else to support them. It incorporates the following services each with their own separate restricted funding:

Prevention

HARCVS was appointed to deliver the Wellbeing and Prevention Support services contract for the Harrogate District commencing 1st October 2018. This brought a number of previously separate held contracts into one agreement, with a contract for four years initially.

Help at Home

This is a scheme to provide a gardening, decorating and DIY service to older and disabled people.

Help at Home Van Fund (2022 only)

This fund is accumulated donations towards the purchase of a new van for the Help at Home project, which was purchased in 2018/19. The fundraising target for this was £15,000.

Transport

Supported by funding from NYCC to provide the following services:

Ripon Voluntary Car Driver Service operates in the Ripon area and is available principally to those who are elderly or disabled and are unable to access public transport.

Driving Force operates in the Harrogate/Knaresborough area and is available principally to those who are elderly or disabled and are unable to access public transport.

Volunteering City of Ripon Project

HADCA is a delivery partner in the 5-year Skell Valley Project hosted by the National Trust and Nidderdale AONB and funded by the Heritage Lottery Fund. HADCA are leading on the Volunteering City of Ripon work stream with the Project Co-ordinator based with HADCA for 18 months. The aim of the project is to make Ripon a volunteering centre of excellence by making it easier for new groups of people to get involved in giving time and to support volunteer managers, by sharing resources and training.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2023	2023	2023
	£	£	£
Fund balances at 31 March 2023 are represented by:			
Tangible assets	18,180	506,069	524,249
Current assets/(liabilities)	161,409	79,584	240,993
	<u>179,589</u>	<u>585,653</u>	<u>765,242</u>
	Unrestricted funds	Restricted funds	Total
	2022	2022	2022
	£	£	£
Fund balances at 31 March 2022 are represented by:			
Tangible assets	20,340	506,000	526,340
Current assets/(liabilities)	131,611	71,092	202,703
	<u>151,951</u>	<u>577,092</u>	<u>729,043</u>

15 Contingent liability

The charity has no contingent liabilities.

16 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023	2022
	£	£
Within one year	2,930	1,910
Between two and five years	2,375	3,325
	<u>5,305</u>	<u>5,235</u>

17 Capital commitments

	2023	2022
	£	£
At 31 March 2023 the charity had capital commitments as follows:		
Contracted for but not provided in the financial statements:		
Acquisition of property, plant and equipment	9,217	-

18 Related party transactions

No trustees (2022: nil) were reimbursed for expenses during the year (2022: £nil).

There were no payments of travel and subsistence expenses to trustees during the year (2022: £nil).

None of the trustees nor any persons connected with them received any remuneration during the year.

HARROGATE AND AREA CVS LTD

England & Wales - Charity number 1144758

Accounts

Charity Registration No. 1144758

Company Registration No. 7760477 (England and Wales)



**HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
KNOWN AS HARROGATE AND DISTRICT COMMUNITY ACTION**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	John Fox - Chair	
	Kevin Douglas - Vice Chair	(Resigned 14 October 2021)
	Ian Bergel - Vice Chair (from 23 Nov)	
	Maurice Bull	(Resigned 14 October 2021)
	Ruth Newton	(Resigned 21 October 2021)
	Bev Richardson	(Resigned 14 October 2021)
	Caroline Shead	
	Helen Claire Bournier	
	Samuel John Gibbs - Harrogate BC nominated trustee	
	Alistair Ratcliffe	(Appointed 14 October 2021)
	(Susan) Ann Allen	(Appointed 14 October 2021)
	Victoria Pilkington	(Appointed 14 October 2021)
	Dr Phyllis Johnson	(Appointed 14 October 2021)
	James Plummer	(Appointed 14 October 2021)
Charity number	1144758	
Company number	7760477	
Principal address	Community House 46-50 East Parade Harrogate HG1 5RR	
Independent examiner	N Clemit ACA, FCCA JWPCreers LLP Chartered Accountants Genesis 5 Church Lane York YO10 5DQ	
Bankers	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	
Key Management Personnel	Frances Elliot - Chief Executive Karen Weaver - Strategic Lead (Community Action) Phil Newby - Finance Officer	
Other names	HADCA HARCVS Harrogate & District Community Action Harrogate & Ripon Centres for Voluntary Service	

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

The legal and administrative information page forms part of this report.

Objectives and activities

The objects of the charity and company, as stated in the Memorandum and Articles of Association are:

- To promote any charitable purposes for the benefit of the public, primarily but not exclusively in the local government area of Harrogate District and its environs (the 'area of benefit') and, in particular, build the capacity of charities, voluntary organisations and social enterprises and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- To promote, organise and facilitate co-operation and partnership working between charities, voluntary organisations and social enterprises; and statutory and other relevant bodies in the achievement of the above purpose within the area of benefit.
- For the public benefit to assist in the advancement of education, the protection of mental and physical health and the relief of poverty, distress and sickness, within the area of benefit.

The imminent local government reorganisation in North Yorkshire together with the continuing impact of the pandemic has led to an extended period of flux affecting the priorities of the people and groups we work with. Allowing time for the dust to settle and in line with external advice received regarding the challenges of strategic planning, trustees reaffirmed the HADCA vision, mission and aims for the year 2021/22, ahead of finalising a new forward plan in 2022/23.

Our Vision:

People in the Harrogate District benefit from leading fulfilling and active lives and make a positive contribution to local community life.

Our Mission:

To support our communities, charities and volunteers to make the Harrogate District a great place in which to live and work.

Our Overall Aims:

- To help people take positive action to identify and meet the needs of their communities and enhance their own lives in doing so;
- To support communities, charities and volunteers across the Harrogate District by ensuring access to the best support and advice possible;
- To ensure that the role of charities and volunteers across the Harrogate District is recognised, and their contribution is valued and supported;
- To support the local voluntary and community sector to have a strong voice and effective influence on all decision makers in our area.

Our Strategic Objectives:

1. To provide local voluntary and community sector information services
2. To support local community and social action, especially volunteering
3. To support local community fundraising
4. To provide services which help people stay safe and well at home, supported by volunteers
5. To ensure HADCA is fit for purpose, independent and marketed effectively

These strategic objectives each have a set of actions which form the basis of an annual work plan to guide the work of the HADCA staff team under the leadership of the Chief Executive. Progress is monitored and reported to trustee meetings throughout the year.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Public benefit

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The trustees consider that all the activities of HADCA are carried out for the public benefit, as illustrated in this annual report.

Activities of the Charity during the year

Harrogate & District Community Action (HADCA) exists to provide support to charities, voluntary and community groups and volunteers across the Harrogate District of North Yorkshire. We are a member-led organisation and have a membership of over 200 local voluntary and community sector (VCS) organisations. We can trace our history back to 1963 with the establishment of Ripon CVS. Harrogate and Area CVS was founded in 1988 and incorporated Harrogate Volunteer Centre, which had been set up in 1973. The Harrogate and Ripon organisations came together in 2013 to form an organisation which now serves the whole district. At that time the trading name Harrogate and Ripon Centres for Voluntary Service was adopted and this was changed on 1st May 2020 to Harrogate and District Community Action, to better reflect the charity's role within the District.

HADCA is a local independent multi-purpose charity working in partnership with a wide range of voluntary, public and private sector organisations, connecting and collaborating to support local community and social action. Our information services remain at the heart of our role, with three further themes of local voluntary action, local fundraising and practical support. Connecting and collaborating continues to underpin all our work. Our services are available to charitable groups of all sizes, from small neighbourhood groups through to large national charities based in the Harrogate District.

We own and manage Harrogate Community House to provide reasonably priced office accommodation for 15 voluntary organisations and good quality affordable meeting space for a variety of community activities.

Under the umbrella of the Harrogate Easier Living Project (HELP) we offer a range of practical services for people in need of some additional support from our bases in Harrogate and Ripon.

Harrogate Borough Council (HBC) provides strategic grant aid for both our community action work supporting the local voluntary sector and our practical support services. We also receive a smaller grant from Ripon City Council to support our work in the Ripon area.

Our practical support services are part-funded through a four-year contract with North Yorkshire County Council (NYCC) which commenced on 1st October 2018. We work closely with two local delivery partners who provide befriending services in their local areas as part of this contract (Supporting Older People and Boroughbridge Community Care). NYCC also contributes to our two voluntary car driver services based in Harrogate and Ripon.

Information services

We provide a wide range of information including funding, networking and learning opportunities. We promote voluntary sector services, activities, events, news, jobs and volunteering opportunities via our weekly e-bulletin and extensive networks. Our online Where to Turn and Volunteering Directories are at the heart of this work. We prioritise ensuring that both are kept up to date, accurate and widely promoted so that they are the first port of call for people looking to get involved in the local voluntary and community sector.

Via our reception service at Harrogate Community House we meet and greet a wide range of visitors and callers and ensure they receive a warm welcome and helpful information and advice. We also keep a wide range of literature on local activities and services in the Community House Information Centre. The offices stayed in use by tenants throughout the various lockdowns, following all Covid 19 guidance, and the meeting rooms and Information Centre re-opened to visitors in September 2021.

Local Community Action

HADCA supports local voluntary organisations and community groups to strengthen their organisations by being better informed, increasing skills and being more aware of emerging local needs and priorities. HADCA provides opportunities to network, to work in partnership and to be involved and influence local decision making.

We support local community action via a programme of learning events and networks, enabling voluntary and community sector representatives to meet, share issues, achievements and opportunities to work together.

We work closely with partners from all sectors to ensure a thriving local voluntary and community sector. HADCA has a place on the Harrogate District Public Services Leadership Board representing the local voluntary and community sector and supports the HBC My Neighbourhood programme. We are also active in other local partnership initiatives as opportunities arise and new needs arise, such as the recently formed Harrogate Ukrainian Support Network.

We promote local volunteering and provide information on local volunteering opportunities, with a focus on the online HADCA Volunteering Directory which has been in operation since October 2016. We provide further support to volunteer-involving organisations via regular information updates.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

Local fundraising

It is part of our role to ensure that the Harrogate District voluntary and community sector is resilient and well prepared, and we work in partnership with HBC and the Two Ridings Community Foundation to provide THE LOCAL FUND for the Harrogate District, which was launched in January 2018. The ambition is to build a substantial endowment fund that can be easily accessed by local charities to help them meet the needs of their beneficiaries. The fund itself is held and managed by Two Ridings Community Foundation and HADCA's role is to co-ordinate the overall partnership, promote the fund to potential donors and recipients and participate in the panel which distributes funds.

Providing services for people challenged by their life circumstances

Via the **Harrogate Easier Living Project (HELP)**, HADCA works with volunteers to help people whose circumstances mean they are in need of additional support to remain independent, safe and well in their own homes. These services are provided at a very low cost or free of charge, to people unable to access affordable support from any other providers and those without a trusted local support network. The key services offered are:

In the home:

- Help for people needing assistance with seasonal garden tidies, decorating, basic repairs and other one-off practical tasks (*Help at Home*), co-ordinated from our Harrogate office.
- *Ripon & Rural Befriending Service* provides one to one companionship and support for adults of all ages in the northern part of the district, co-ordinated from our Ripon office.

Away from the home:

- Door to Door transport: volunteers use their own vehicles to transport people to appointments, shops, community activities and are reimbursed at 45p per mile.
- Information and signposting is a key part of our offer. This service is especially valuable for those who are digitally excluded

During the year, we additionally provided:

- Shopping, prescription pick-ups and other essential errands for people who were unable to go out due to Covid 19
- Support for the local GP-led vaccination programme, with teams of volunteer marshals helping regularly at two vaccination centres.

In March 2022, HADCA employed 22 staff (10 full time equivalents). However, we were only able to provide our services due to the support of 97 regular volunteers, providing shopping, collecting prescriptions, assisting with essential journeys, and offering befriending. We were also extremely grateful for the support of further volunteers at the vaccination sites, where our team of 165 vaccination marshals gave 4,275 hours of their time.

ACHIEVEMENTS AND PERFORMANCE DURING 2021/22

General overview

The charity continues to be led by Frances Elliot, Chief Executive and Karen Weaver, Strategic Lead for Community Action, providing stability and continuity of leadership in the face of the ongoing challenging environment. Their long-standing working relationships with local stakeholders and partners have been invaluable during this period.

The team continued to provide vital support to those affected by the pandemic, showing huge resilience whilst working against the backdrop of constant concern about infections and the resultant changes to staff, clients' and volunteers' plans and to those of community groups. Gradually throughout the year, as restrictions lifted, customer-facing staff returned to work at Harrogate and Ripon Community Houses and meeting rooms in Harrogate became busier once again. Health and safety, data security and safeguarding are considered at every board and team meeting to ensure we comply with all regulatory requirements relevant to our services. This continued to be top priority during the second year of the pandemic, responding to the changes in Government guidance to ensure Harrogate Community House was a Covid-safe workspace for staff and tenants providing essential services and that new volunteers supporting new clients had a clear understanding of PPE, cleaning protocols and boundaries. We felt we were well placed to support our wider community by contributing to the delivery of vaccination programmes locally.

We still retain the new flexibility of home working, enabling those who do not need to be in the office to continue to work from home successfully. Volunteers gradually returned to the roles they had done previously, and we supported people to get back out into the community.

We work hard to ensure all our risk assessments, policies and procedures are kept up to date and that staff and volunteers are aware of all key decisions. Staff and volunteers continue to participate in a wide range of training and development and particularly benefited from the increase in online training on offer. First aid, fire safety and safeguarding courses were amongst the training completed during the year.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Information services

A key role for HADCA is to promote the local voluntary and community sector and we continue to use a variety of methods to do so, including social media. We have strong links with the local media and contribute two monthly columns in the Harrogate and Ripon weekly newspapers to highlight the work of the sector. 37 people participated in 5 free online Introduction Sessions. These helped connect new colleagues from statutory and voluntary organisations, as well as local residents and businesses. Health and social care professionals became more aware of local voluntary sector services and how to refer their clients. 100% of attendees found the session valuable and would recommend a colleague to attend.

The HADCA e-bulletins, which moved from fortnightly to weekly at the start of the pandemic, continued weekly during 2021/22 to keep over 1,000 local charity and community contacts up to date with changing guidance and news of activities re-starting. The bulletins include training and networking opportunities, funding, resources and consultations and also promote local charity news, new and changed services, activities, events, volunteering opportunities and jobs. The 'Care in Action' newsletter published twice per year shares voluntary sector news with a wider network of readers, including health and social care professionals, local councillors, parish councils and churches. At the start of the crisis in Ukraine in February, information was quickly collated and shared, identifying the best ways to help and how to keep informed. HADCA continues to update this resource weekly with information for Ukrainian families, their hosts and potential hosts in the local area.

HADCA is active on Twitter and Facebook and daily posts promote local voluntary action and resources with over 4,500 Twitter followers.

The fully searchable online 'Where to Turn' directory contains over 800 charity services and community activities providing support for good health and wellbeing. Our community events calendar lists around 60 forthcoming events (including online) at any one time for charities, volunteers and people in our communities to connect, learn and have a good time.

This year, there were again fewer opportunities to attend events in person across Harrogate District to increase awareness of the information, support and learning available for people involved in local community action. Instead we have continued to join online events and increase the amount of information we share on social media and in our bulletins.

Local community action

There continued to be some changes to the volunteering opportunities advertised during the second year of the pandemic, with roles that were either no longer available or had changed due to the pandemic. There were around 150 local volunteering opportunities listed in our directory at any one time. Over the year we helped organisations to recruit volunteers for 247 different roles.

Our online Volunteering Directory helps people find roles according to their interests, skills, needs and availability. Local volunteering opportunities, and the benefits of volunteering, are promoted through local and social media, promotional postcards, booklets of opportunities and partnerships with local organisations. We also work behind the scenes to make sure potential volunteers have the best possible experience, including following up enquiries made through the online Volunteering Directory with volunteer managers so that timely responses are made and any issues resolved. The regular Harrogate District Volunteer Managers Network newsletter continued to keep over 670 local volunteer organisers up to date with resources to recruit and manage volunteers effectively.

Key strands of our work are to bring people together to share best practice and opportunities, to work together to improve local services and community connections, and to give voluntary sector organisations voice and influence with decision makers. We organised and supported 8 online forum and network meetings attended by 104 people. We hosted our AGM as a hybrid event for the first time in October. This was well received and included an update for the voluntary sector on local government re-organisation from the Harrogate Borough Council Chief Executive.

Regular targeted e-mail updates were compiled and circulated to keep members of the following groups up to date on relevant current events and issues:

- Connecting Ripon Network is a partnership group with 126 members, representing 68 organisations, facilitated by HADCA for voluntary, community and faith sector organisations to work together to strengthen volunteering and community connections in Ripon and the surrounding villages. It met 4 times in 2021/22;
- Harrogate District VCS Chief Officers and Chairs Group is a network of 82 decision makers who share news, views, the challenges of managing change and opportunities for funding and partnership working. Due to funding changes this group was set to be discontinued from April 2020 but we decided to reinstate it as a virtual network during the first lockdown. As local decision makers continued to find the catch ups helpful, 4 meetings were held online in 2021/22.

As well as our forums and networks, we are involved in a variety of partnerships where we seek to share learning and issues gleaned from our wide range of connections. As partners switched to focus their efforts on responding to the pandemic, most regular meetings were paused, but the strong local networks continued to operate virtually and proved invaluable in planning and delivering community support. We continued to be active members of the following partnerships:

- Voluntary and community sector representative on the Harrogate District Public Services Leadership Board
- HBC My Neighbourhood Programme – supporting local neighbourhood community development
- HBC Digital Connections project – a partnership to improve residents' basic digital skills and confidence to access online opportunities and services across the district
- Liaison with NYCC Stronger Communities and Living Well officers to ensure co-ordination and joint working with the local VCS

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Local community action (continued)

- NHS Harnessing the Power of Communities (HPoC) Programme VCS Leaders Group – securing funding for the Community Fit project
- Fountains Abbey Studley Royal Skell Valley Project Steering Group – contributing to a major Heritage Lottery Fund funding bid
- HBC VCS Liaison Group – sharing information and issues with HBC councillors and officers
- THE LOCAL FUND for the Harrogate District – fund partner with Harrogate Borough Council and Two Ridings Community Foundation, providing partnership co-ordination support
- Harrogate Chamber of Trade – regular contact and attendance at events and meetings

Via our National Association of Voluntary and Community Action (NAVCA) we continue to participate in the national VCS Emergency Planning Partnership (VCSEP), a government backed partnership between national and local voluntary and community sector organisations aiming to deliver a more coordinated response during emergencies. This has proved to be an invaluable source of information for wider sharing.

Harrogate Community House supports local voluntary action by providing a hub for local charitable organisations to work and meet. The offices were fully occupied throughout 2021/22, with four new charity tenants moving in as offices became vacant and existing tenants taking on more space. We appointed a new HADCA Property Manager and their first task was to oversee completion of a major capital project to install a new fire alarm system for the building, completed in July 2022. There is an ongoing programme of improvements underway as funds become available, always focussed on ensuring the building provides a safe environment for everyone who uses it. Improving energy efficiency is also a priority.

Community Fundraising

Following the first round of awards in February 2021, further funding secured into the pot meant that a second round of applications was considered in July, supporting 19 local organisations with grants totalling £46,831.00. This was to help restart services and activities so people could reconnect, feel well, make friends and start getting their lives back – so much of which had had to stop because of the pandemic.

We have continued to promote THE LOCAL LOTTO for the Harrogate District, both to good causes and players. Launched in July 2018 and operated by Harrogate Borough Council, there are now 112 good causes signed up and over 1000 players. At least 10p from every ticket sale is donated to THE LOCAL FUND and over £200,000 has been raised in total, supporting good causes across the District.

Services for people in the community

The Harrogate Easier Living Project (HELP)

HELP provides a range of preventative services aimed at helping people maintain their independence in their own homes, principally supported by funding from North Yorkshire County Council and Harrogate Borough Council. Additional income is also generated via trust, community, and corporate fundraising, in addition to the donations received from clients and their families. 2021/22 was another year in which the team showed great creativity and perseverance in the face of significant disruption due to Covid 19:

Covid Support in Harrogate Town: HELP continued to work as the Community Support Organisation (CSO) for Harrogate Town, nominated by North Yorkshire County Council to do so. Referrals for support came from the council's Customer Service Centre as well as directly from the community. The team received over 8,700 incoming phone calls in the Harrogate CSO, an average of 167 per week. As well as information and reassurance, they provided practical help to 1,299 people as a result, arranging 1,278 shopping deliveries and collecting 188 prescriptions. During the lockdowns of the previous year, we had connected some people in Harrogate and surrounding villages to phone each other and 1,157 of these phone calls continued in 2021/22. With the help of a volunteer in our office, we also made 681 of our own wellbeing calls to try to pick up any issues early on and to offer support proactively, rather than waiting for people to ask. We provided pet care (mostly dog walking) on 55 occasions. This year, we prioritised reablement, trying to gently encourage people to get back out into the community after so long spent at home. We offered for volunteers to accompany people to do their shopping, to help build the confidence to go themselves where possible and we arranged this on 54 occasions. We put on a Christmas Get Together, which was the first time some attendees had been out socially in months. By the end of the year, we had managed either to enable people to do their own shopping once more or had sought alternative ongoing support where this was unlikely to be possible. We provided 67 North Yorkshire Local Assistance Fund supermarket vouchers for people who found themselves in difficult financial circumstances whilst having Covid. We also delivered 50 food parcels and 10 hot meals were generously supplied to families by a local restaurant where needed.

Help at Home began its gardening season in April 2021, still catching up on the backlog from the previous season which was affected by the first lockdown of 2020. We completed 300 jobs and spent over 2,000 hours working in people's homes and gardens.

Voluntary Car Driving Service

The service continued to run throughout the year with health and safety mitigations of mask wearing, cleaning and ventilation in place. Cash handling was re-established in July and in line with the loosening of national restrictions, we were able to take people to a full range of their chosen destinations once again. We completed 4,191 journeys throughout the year. 398 of these (9%) were medical journeys of a distance over 45 miles, showing the dedication of our drivers in giving up their time.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

Services for people in the community (continued)

Ripon & Rural Befriending Service

We continued to provide both face to face and telephone support for people, with 67 people having home visits and a further 17 having phone support. Noting the decrease in people's mobility, the team sought funding to start a weekly Friendship Club, providing seated exercise and much appreciated social contact for up to 16 people each week. We continued to work alongside Ripon Community House, the Community Support Organisation for Ripon, to ensure a range of support was available between us for those without a local network of family, friends or neighbours. HELP's Ripon and Rural team arranged delivery of shopping 459 times and prescriptions 118 times throughout the year, as well as dog walking and running other errands a further 129 times.

Here to HELP Information Services

This is the name we use for our information services to individuals in the local community, often people who are not digitally engaged enough to use our Where to Turn Directory independently. As well as the large number of incoming phone calls, we received emails, enquiries via social media and spoke to people coming into Community House with queries. We continued to send out mailings with details about where to turn for information about fuel poverty, emergency food options, the dangers of Carbon Monoxide and how to get support if affected by the disruption to the Bilsdale TV Transmitter, affecting a lot of people in the Ripon area. We continued delivery of our magazine, "A Small HELPing", which combined targeted information to keep people up to date with changes to local services and activities restarting, alongside articles by or about clients and volunteers, who have been pleased to share their skills and interests with the wider group in this way. Sometimes these were accompanied by a little gift, such as a bunch of daffodils or seeds to plant courtesy of local supermarkets and we know that the doorstep chat when they were delivered was also much appreciated. Face to face information sessions were gradually reintroduced as venues restarted their activities and we regularly attended Resurrected Bites' Community Grocery Stores in Harrogate and Knaresborough to signpost people to other sources of local support, to sign them up to the Priority Services Register and to ensure they know where to go for help with high heating bills, debt, or mental health support. Our Craft Group continued to meet on Zoom throughout the year, until they felt ready to meet up face to face once again.

Vaccination Centres

Throughout the year, we worked in partnership with the five other Community Support Organisations to provide teams of volunteer marshals for the vaccination centres at Harrogate Showground and Ripon Racecourse. We also supported several flu clinics at Mowbray Square and at Ripon Racecourse. Whilst the sessions were smaller scale and less frequent from January to March 2022 than they had been in the same period the previous year, 165 volunteers from HADCA still offered over 4275 hours of volunteering over 12 months.

Fundraising

Whilst not as many funds were available to apply to as there had been in the previous year, our Project Development Workers had great success in gaining the support of several Trusts and Foundations, which brought in £37,000. We received a further £20,000 from individual donors, community events and proceeds from our Christmas Raffle and 100 Club. We are also extremely grateful to businesses who provided valuable in-kind support this past year.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Financial Review

HADCA finished the year with an overall surplus of £9,929. This was made up of surpluses of £32,318 within unrestricted funds and losses of £22,389 within restricted funds.

Total income was £433,928 (£458,844 in 2020/21)

Our expenditure in the period was £423,999 (£420,245 in 2020/21).

The trustees were pleased with the overall results.

Reserves policy

The trustees have agreed that it is necessary to hold free reserves to cover the following contingencies:

- To cover the redundancy and other costs in the event of the charity winding up through a substantial loss of funding.
- To provide working capital where contracts are paid in arrears.
- To finance existing or new activities until adequate external funding is obtained.

The trustees consider that a reserve equivalent to three months' running costs is sufficient. Currently £110,000 to £150,000 is adequate to cover these contingencies. The actual free reserves at 31 March 2022 were £131,611 and this will help us face ongoing funding challenges in 2022/23 and beyond.

Principal funding sources

The main sources of funding for the principal activities of HADCA were via the Wellbeing and Prevention contract with North Yorkshire County Council and vital annual core funding support from Harrogate Borough Council. Income was also received from NYCC to support our Covid-19 work as a Community Support Organisation.

We are extremely grateful to all the trusts, community groups, organisations and individuals who have provided us with the funds necessary to carry out our work in 2021/22:

All Together Now, Asda, Bellway Homes, Brelms Trust, Caroline & Stuart Baldwin, Charles & Elsie Sykes, Community First Yorkshire, Community Partnering Fund, Coop Community Fund, Councillor Don Mackenzie, Councillor Matt Scott, Councillor Michael Harrison, Councillor Richard Cooper, Evan Cornish Foundation, Forrester Family Trust, Hampsthwaite Wednesday Group, Holy Trinity Church Ripon, Knit & Natter Group, Liz & Terry Bramall Foundation, One Stop Stores, P&G, Presence Church, Ripon City Club, Ripon City Council, Ripon Cathedral, Robert McAlpine Foundation, Rotary Club of Harrogate, Saints Plant Stall, St James' Place Charitable Foundation, Stonebridge Community Foundation, Stray Notes, Swinton Estate Charitable Trust, The Local Fund, TK Maxx & Homesense Foundation, Two Ridings Community Foundation, Washburn Heritage Centre.

In addition to these funds, HADCA receives income for its various services from donations from individuals, charges for some support services and for administration services provided to member organisations.

Risk management

HADCA maintains a risk register and the board of trustees and sub committees ensure that all major risks to which the charity is exposed are reviewed on a regular basis and that the systems and procedures are in place to manage these risks. Health and safety, data security and safeguarding are agenda items at every board meeting and there are lead trustees for adult and children's safeguarding.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Future Plans

General overview

The charity continues to have three main service areas:

- Helping people stay safe and well supported by volunteers (Harrogate Easier Living Project – HELP)
- Provision of local voluntary & community sector information services (the Where to Turn directory and associated services)
- Support for Local Community & Social Action including volunteering, community fundraising via THE LOCAL FUND and the operation of Harrogate Community House.

The forthcoming creation of single unitary local authority for North Yorkshire by April 2023 could have a significant impact on all our key funding streams and services, which are as follows:

- The strategic partnership grant from Harrogate Borough Council which supports our information and community action work
- The NYCC Wellbeing and Prevention contract, operated in conjunction with Supporting Older People and Boroughbridge Community Care and supported by volunteers and fundraising
- The Harrogate Borough Council grant aid support for the Help at Home service
- Voluntary car driver services in Harrogate and Ripon, part funded by NYCC
- The operation of Harrogate Community House for voluntary and community sector tenants and meeting room users

We will work with the new North Yorkshire Council during its transition year and beyond to identify any gaps in unmet need and hope to formalise the role of Harrogate Community House as a hub or anchor organisation for the voluntary sector locally, connecting into new local government structures and systems. We will seek funding from a range of sources to continue to deliver services across our area of benefit (the current Harrogate District), wherever there is an unmet need that we are best placed to serve. We will continue to collaborate with a wide range of local partners and to connect those who can help each other.

Fundraising is likely to prove increasingly challenging as members of the public and businesses all face rising costs. Trusts and foundations are expected to receive an increasing number of applications and we will have to find creative solutions to the challenge of raising additional income.

Helping people stay safe and well at home supported by volunteers

Our Wellbeing and Prevention contract for Harrogate District is due to be extended by a further 6 months before coming to an end in March 2023. The new council is reviewing its requirements for wellbeing and prevention services and this may lead to opportunities through a grants programme. Additional opportunities may come from the creation of the new Humber and North Yorkshire Health and Care Partnership, who have embedded liaison with the voluntary and community sector from their inception. Our aim is always to focus on unmet need, rather than duplicate what other organisations are already doing, therefore we do not plan to offer shopping or prescription collections in the longer term. However, where there is a short term or urgent need for support that can't be met through other provision, we will retain some flexibility to do so.

We are grateful for the continued support of Harrogate Borough Council for our Help at Home gardening, decorating and odd job service. Statutory funding is vital to the continuation of that service, and we offer the fastest possible support to their tenants and to people without family or friends who can help them. Not only do we provide the practical support requested, but we seek opportunities to refer people on to other sources of support as appropriate.

Demand for our voluntary driving service is growing, however we are not yet receiving the same level of requests that we were pre-Covid. Rising fuel costs are affecting our drivers and mean that the 45p per mile reimbursement is no longer providing the same cushion for wear and tear on their vehicles. Any increase in the national rate above 45p would be most welcome for drivers, however passengers facing their own financial challenges would then be disadvantaged in paying the higher rate. We may need to seek funding to mitigate any increase at a time when the cost of living is challenging for so many people.

We will continue to offer our support to local GP practices in this Autumn's vaccination programmes and hope to retain good numbers of volunteers to support this.

Building on the legacy of interest in volunteering brought about during the pandemic and the popularity of activities like Park Run, our Community Fit partnership with North Yorkshire Sport aims to engage a new cohort of people in weekly group volunteering, running, walking or cycling together to the activity itself.

Finally, connecting people to support or information that they need will always be a key facet of our services. We have grown partnerships with a number of local VCS organisations in order to reach more people and we will continue to do so, especially given the challenging financial situation facing so many people we already support and potentially many more members of the wider public.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

Local voluntary and community sector information services

We will be continuing to focus on making the best use of technology to share information to support and promote our local voluntary and community groups. The "Where to Turn" and Volunteering Directories remain at the heart of this work, and we will ensure that both are up to date, accurate and widely promoted so that they are the first port of call for people looking for support or to get involved in their local community. We also wish to be valued as a reliable source of information for new arrivals in our area, including refugees from Syria, Afghanistan and Ukraine. We will continue to provide our regular ebulletins and newsletters and ensure all our services are GDPR compliant. We will continue to use a range of social media and traditional platforms to raise awareness of the value and contribution of our sector and the opportunities to become involved.

Support for local community and social action

We will support local voluntary action via our programme of events and networks and will continue to host forums, enabling VCS representatives to meet, share issues and influence decision makers.

We will work closely with partners from all sectors to ensure a thriving local voluntary and community sector. This includes continuing to be the VCS representative on various public/private sector groups and we anticipate contributing to the work required to ensure a smooth transition to the new unitary authority in April 2023.

We will keep championing volunteering across the district, sharing information on opportunities and promoting good practice in volunteer management. This includes continuing to deliver our new partnership projects, the Volunteering City of Ripon and Community Fit, both working to boost volunteering via a variety of innovative approaches and sharing of good practice.

We will ensure that Harrogate Community House is maintained and developed as a supportive and welcoming location for voluntary and community groups to work and meet.

We will collaborate with the wider voluntary and community sector at a county wide, regional and national level wherever we can see an actual or potential benefit back to our district.

Finally we will continue to work in partnership with Harrogate Borough Council and Two Ridings Community Foundation to promote and develop THE LOCAL FUND for the Harrogate District. This includes bringing in new donations to the fund and assisting with the promotion of grant aid opportunities to beneficiaries.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

Structure, Governance and Management

Governing document

Harrogate and Area CVS was incorporated as a company limited by guarantee at Companies House (number 7760477) on 2 September 2011. Registration with the Charity Commission (number 1144758) took place on 23 November 2011. The memorandum and articles were amended by special resolution at Companies House on 26 March 2012.

The charity is a membership organisation and as of 31 March 2022 the organisation had 210 members. Our memorandum and articles of association requires that member representatives make up 60% of the board of trustees.

Recruitment, appointment and induction of trustees

Appointment of trustees is governed by the memorandum and articles of association. The board of trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee.

One third of the trustees must retire at the Annual General Meeting. However, if eligible, they may offer themselves for re-election, serving a maximum period of up to 6 years (two three-year terms). In autumn 2021 three long-serving trustees stepped down (Maurice Bull, Kevin Douglas and Ruth Newton) and the charity's thanks for their dedicated support is recorded here.

After a successful recruitment process, five new trustees were appointed at the 2021 AGM. Following their appointment trustees are invited to meet with the chief executive for an initial induction session. An induction check list with copies of relevant policies and other documents is provided, along with introductions to members of staff. Trustees are encouraged to attend relevant training and are invited to attend meetings and other events arranged by the organisation.

Organisational structure

The board of trustees of the charity, currently comprising 10 trustees, holds a minimum of four board meetings per year, plus two board development sessions. In addition, there are sub-committees for finance, governance and property:

Finance:	Governance:	Property:
John Fox	Helen Bournier (Chair)	John Fox
Ian Bergel (Chair)	Caroline Shead	Sam Gibbs
Phyl Hughes	Victoria Pilkington	Ann Allen (Chair)
James Plummer	John Fox	Helen Bournier
Alistair Ratcliffe		

Operational management is delegated to the Chief Executive, who is supported by a team of staff and volunteers in three areas of work; community action services, services to individuals and business support. In 2021/22 the management team was made up of the Chief Executive, the Strategic Lead for Community Action and the Finance Officer. The Finance Officer is responsible for the day to day financial management of the charity.

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

John Fox - Chair

Trustee

Date: 8 September 2022

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2022

The trustees, who are also the directors of Harrogate & Area Council for Voluntary Service Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

I report to the trustees on my examination of the financial statements of Harrogate & Area Council for Voluntary Service Ltd (the charity) for the year ended 31 March 2022.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

N Clemit ACA, FCCA

JWPCreers LLP
Chartered Accountants
Genesis 5
Church Lane
York
YO10 5DQ

Dated: 21 September 2022

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes						
Income							
Donations and legacies	2	5,819	42,199	48,018	2,221	65,697	67,918
Charitable activities	3	106,622	279,271	385,893	94,824	296,056	390,880
Investments	4	17	-	17	46	-	46
Total income		112,458	321,470	433,928	97,091	361,753	458,844
Expenditure							
Raising funds	5	-	980	980	-	808	808
Charitable activities	6	80,140	342,879	423,019	63,490	355,947	419,437
Total expenditure		80,140	343,859	423,999	63,490	356,755	420,245
Gross transfers between funds		-	-	-	-	-	-
Net income/(expenditure) for the year/							
Net movement in funds		32,318	(22,389)	9,929	33,601	4,998	38,599
Fund balances at 1 April 2021		119,633	599,481	719,114	86,032	594,483	680,515
Fund balances at 31 March 2022		151,951	577,092	729,043	119,633	599,481	719,114

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	9		526,340		517,832
Current assets					
Debtors	10	6,015		7,372	
Cash at bank and in hand		241,622		235,425	
		<u>247,637</u>		<u>242,797</u>	
Creditors: amounts falling due within one year	11	<u>(44,934)</u>		<u>(41,515)</u>	
Net current assets			202,703		201,282
Total assets less current liabilities			<u>729,043</u>		<u>719,114</u>
Income funds					
Restricted funds	13		577,092		599,481
Unrestricted funds			151,951		119,633
			<u>729,043</u>		<u>719,114</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 8 September 2022

John Fox - Chair
Trustee

Company registration number 7760477

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Harrogate & Area Council for Voluntary Service Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Community House, 46-50 East Parade, Harrogate, HG1 5RR.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

1.5 Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

Raising funds are those costs incurred in attracting donations and legacies and those incurred in trading activities that raise funds.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the direct costs and support costs relating to such activities.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include its audit fees and costs linked to the strategic management of the charity.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Fixed assets are stated at cost or valuation less accumulated depreciation. Individual fixed assets costing £1,000 or more are capitalised at cost.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Buildings	2%
Computers and office equipment	33%
Vehicles	25%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.8 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.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price.

Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Pensions

The charity contributes to defined contribution pension schemes in respect of its employees. The assets of these schemes are entirely separate to those of the charity. The pension cost shown represents contributions payable by the charity in respect of the employees.

1.10 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £
Donations and legacies	5,819	42,199	48,018	2,221	65,697	67,918

3 Charitable activities

	Community action 2022 £	Forums and events 2022 £	Service delivery 2022 £	Total 2022 £
Grants	49,571	4,640	230,382	284,593
Fees and charges	62,122	-	39,178	101,300
	111,693	4,640	269,560	385,893
Analysis by fund				
Unrestricted funds	106,622	-	-	106,622
Restricted funds	5,071	4,640	269,560	279,271
	111,693	4,640	269,560	385,893

	Community action £	Forums and events £	Service delivery £	Total 2021 £
Grants	63,431	3,222	251,011	317,664
Fees and charges	46,349	-	26,867	73,216
	109,780	3,222	277,878	390,880
Analysis by fund				
Unrestricted funds	94,824	-	-	94,824
Restricted funds	14,956	3,222	277,878	296,056
	109,780	3,222	277,878	390,880

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

4 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	17	46
	<u>17</u>	<u>46</u>

5 Raising funds

	Restricted funds	Restricted funds
	2022	2021
	£	£
Support costs	980	808
	<u>980</u>	<u>808</u>

6 Charitable activities

	Community action	Forums and events	Service delivery	Total
	2022	2022	2022	
	£	£	£	£
Direct staff costs	48,601	1,911	185,151	235,663
Project costs	2,393	3,160	59,400	64,953
	<u>50,994</u>	<u>5,071</u>	<u>244,551</u>	<u>300,616</u>
Share of support costs (see note 7)	40,845	440	75,985	117,270
Share of governance costs (see note 7)	3,298	29	1,806	5,133
	<u>95,137</u>	<u>5,540</u>	<u>322,342</u>	<u>423,019</u>
Analysis by fund				
Unrestricted funds	80,140	-	-	80,140
Restricted funds	14,997	5,540	322,342	342,879
	<u>95,137</u>	<u>5,540</u>	<u>322,342</u>	<u>423,019</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Charitable activities

(Continued)

	Community action £	Forums and events £	Service delivery £	Total 2021 £
Direct staff costs	18,444	2,235	208,775	229,454
Project costs	2,546	386	54,751	57,683
	<u>20,990</u>	<u>2,621</u>	<u>263,526</u>	<u>287,137</u>
Share of support costs (see note 7)	64,595	33	62,317	126,945
Share of governance costs (see note 7)	3,266	18	2,071	5,355
	<u>88,851</u>	<u>2,672</u>	<u>327,914</u>	<u>419,437</u>
Analysis by fund				
Unrestricted funds	63,490	-	-	63,490
Restricted funds	25,361	2,672	327,914	355,947
	<u>88,851</u>	<u>2,672</u>	<u>327,914</u>	<u>419,437</u>

7 Support costs

	2022		2021		2021	
	Support costs	Governance costs	2022 Support costs	Governance costs	2021 Support costs	Governance costs
	£	£	£	£	£	£
Depreciation	13,092	-	13,092	15,990	-	15,990
Support staff costs	32,784	-	32,784	44,896	-	44,896
Communications and IT	12,217	-	12,217	13,064	-	13,064
Financial costs	712	-	712	348	-	348
Printing and postage	7,350	-	7,350	9,643	-	9,643
Premises	51,115	-	51,115	43,004	-	43,004
Governance costs	-	5,133	5,133	-	5,355	5,355
	<u>117,270</u>	<u>5,133</u>	<u>122,403</u>	<u>126,945</u>	<u>5,355</u>	<u>132,300</u>
Analysed between						
Charitable activities	117,270	5,133	122,403	126,945	5,355	132,300

Governance costs includes payments to accountants of £2,580 (2021: £2,550) for independent examiners fees.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

8 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Total	23	18
Wages and salaries	237,142	238,519
Social security costs	6,844	8,177
Pension costs	17,792	17,137
Termination payments	-	10,663
	261,778	274,496

No employee received emoluments of more than £60,000 per annum (2021: £nil)

The total paid to key management personnel during the year was £50,026 (2021: £44,279).

The average number of employees is calculated on the basis of full time equivalents with regard to a 37 hour working week was 10.6 (2021: 10.1).

9 Tangible fixed assets

	Buildings £	Computers and office equipment £	Vehicles £	Total £
Cost or valuation				
At 1 April 2021	550,000	13,738	29,602	593,340
Additions	-	21,600	-	21,600
At 31 March 2022	550,000	35,338	29,602	614,940
Depreciation				
At 1 April 2021	33,000	13,738	28,770	75,508
Depreciation charged in the year	11,000	1,260	832	13,092
At 31 March 2022	44,000	14,998	29,602	88,600
Carrying amount				
At 31 March 2022	506,000	20,340	-	526,340
At 31 March 2021	517,000	-	832	517,832

Community House was received from winding up Harrogate Community House Trust Ltd on 28 September 2018. The asset was valued at £550,000 by Feather Smailes Scales at the time of transfer.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

10 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Debtors (accounts receivable)	4,864	6,485
Accrued income	894	634
Prepayments	257	253
	<u>6,015</u>	<u>7,372</u>

11 Creditors: amounts falling due within one year

	Notes	2022	2021
		£	£
Other creditors		10,490	2,722
Taxes and social security		(1,084)	(991)
Accruals		9,283	13,539
Deferred grant income	12	26,245	26,245
		<u>18,689</u>	<u>15,270</u>

12 Deferred income

	2022	2021
	£	£
Opening balance	26,245	26,245
Amount released to income in the year	(26,245)	(26,245)
Amounts deferred in the year	26,245	26,245
	<u>26,245</u>	<u>26,245</u>

Deferred income comprises grants received in advance of the funding period.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds			
	Balance at 1 April 2021	Income	Expenditure	Transfers	Balance at 31 March 2022
	£	£	£	£	£
Community action					
Community House Capital Reserve	517,000	-	(11,000)	-	506,000
Community House Cash Funds	54,367	5,071	(2,000)	-	57,438
Community Fit	-	4,506	(632)	-	3,874
HPOC	1,998	-	(1,998)	-	-
Forums					
RIPPSI	3,404	4,640	(5,540)	-	2,504
Service delivery					
HELP - Harrogate Easier Living Project	6,862	110,655	(110,112)	-	7,405
Prevention	-	104,979	(104,979)	-	-
Help at Home	4,933	47,944	(52,877)	-	-
Help at Home Van Fund	2,926	-	(2,926)	-	-
Transport	7,991	43,291	(51,282)	-	-
Volunteering City of Ripon Project	-	384	(513)	-	(129)
	<u>599,481</u>	<u>321,470</u>	<u>(343,859)</u>	<u>-</u>	<u>577,092</u>

		Movement in funds			
	Balance at 1 April 2020	Income	Expenditure	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Community action					
Community House Capital Reserve	528,000	-	(11,000)	-	517,000
Community House Cash Funds	53,772	595	-	-	54,367
TRCF CFF	-	14,361	(14,361)	-	-
HPOC	1,998	-	-	-	1,998
Forums					
RIPPSI	2,854	3,222	(2,672)	-	3,404
Service delivery					
HELP - Harrogate Easier Living Project	-	128,321	(121,459)	-	6,862
Prevention	-	104,979	(104,979)	-	-
Help at Home	(57)	53,145	(48,155)	-	4,933
Help at Home Van Fund	7,916	-	(4,990)	-	2,926
Transport	-	33,784	(25,793)	-	7,991
Lottery	-	23,346	(23,346)	-	-
	<u>594,483</u>	<u>361,753</u>	<u>(356,755)</u>	<u>-</u>	<u>599,481</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

13 Restricted funds

(Continued)

Restricted funds represent monies to be used for the following specific purposes:

Community House Capital Reserve

This is the value of the property as at April 2019 when it was acquired.

Community House Cash Funds

These funds were transferred over from Harrogate Community House Trust Ltd on completion of the transfer and will be used to maintain and develop the building.

Harrogate District Community Fit Project

HADCA is a delivery partner in the 18 month Community Fit Project in partnership with North Yorkshire Sport, funded by the NHS via Community First Yorkshire. We are hosting the Task Co-ordinator post, based with our HELP team. The aim of the project is to create a community of local people who meet to be social and active while giving time to Harrogate's people and spaces. Regular group sessions will involve people who will run, walk or cycle together from one of our bases to a community group or charity to complete a variety of tasks.

HPOC

This is NHS funding which was received as a grant from Community First Yorkshire to carry out two research projects, commissioned as part of the Harnessing the Power of Communities (HPoC) programme in the Harrogate District

RIPPSI

Funding from NYCC for running costs of the Ripon Physical and Sensory Impairment Group.

Harrogate Easier Living Project

Supported by funding from NYCC and HBC to provide help with practical tasks for those who have nobody else to support them. It incorporates the following services each with their own separate restricted funding:

Prevention

HARCVS was appointed to deliver the Wellbeing and Prevention Support services contract for the Harrogate District commencing 1st October 2018. This brought a number of previously separate held contracts into one agreement, with a contract for four years initially.

Help at Home

This is a scheme to provide a gardening, decorating and DIY service to older and disabled people.

Help at Home Van Fund

This fund is accumulated donations towards the purchase of a new van for the Help at Home project, which was purchased in 2018/19. The fundraising target for this was £15,000.

Transport

Supported by funding from NYCC to provide the following services:

Ripon Voluntary Car Driver Service operates in the Ripon area and is available principally to those who are elderly or disabled and are unable to access public transport.

Driving Force operates in the Harrogate/Knaresborough area and is available principally to those who are elderly or disabled and are unable to access public transport.

Volunteering City of Ripon Project

HADCA is a delivery partner in the 5-year Skell Valley Project hosted by the National Trust and Nidderdale AONB and funded by the Heritage Lottery Fund. HADCA are leading on the Volunteering City of Ripon work stream with the Project Co-ordinator based with HADCA for 18 months. The aim of the project is to make Ripon a volunteering centre of excellence by making it easier for new groups of people to get involved in giving time and to support volunteer managers, by sharing resources and training.

Although there is a negative balance at the year end, the fund continues next year and future funding is receivable which will cover this deficit.

TRCF CFF (ceased 2021)

This grant from Two Ridings Community Foundation provided funding to promote activities/sessions/information services and encourage new volunteers, and to purchase digital equipment for the Community House meeting rooms.

Lottery - Coronavirus Community Support Fund (ceased 2021)

Funding from the Lottery to catch up with the backlog of work for Help at Home created when we were unable to do any gardening work during the first lockdown, which continued until the Household Waste recycling centre reopened. Funding also covered additional staff time for emergency Covid support work across the District.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2022	2022	2022
	£	£	£
Fund balances at 31 March 2022 are represented by:			
Tangible assets	20,340	506,000	526,340
Current assets/(liabilities)	131,611	71,092	202,703
	<u>151,951</u>	<u>577,092</u>	<u>729,043</u>
	Unrestricted funds	Restricted funds	Total
	2021	2021	2021
	£	£	£
Fund balances at 31 March 2021 are represented by:			
Tangible assets	-	517,832	517,832
Current assets/(liabilities)	119,633	81,649	201,282
	<u>119,633</u>	<u>599,481</u>	<u>719,114</u>

15 Contingent liability

The charity has no contingent liabilities.

16 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022	2021
	£	£
Within one year	1,910	960
Between two and five years	3,325	-
	<u>5,235</u>	<u>960</u>

17 Related party transactions

No trustees (2021: nil) were reimbursed for expenses during the year (2021: £nil).

There were no payments of travel and subsistence expenses to trustees during the year (2021: £nil).

None of the trustees nor any persons connected with them received any remuneration during the year.

HARROGATE AND AREA CVS LTD

England & Wales - Charity number 1144758

Accounts

Charity Registration No. 1144758

Company Registration No. 7760477 (England and Wales)



**HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD
KNOWN AS HARROGATE AND DISTRICT COMMUNITY ACTION**

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	John Fox - Chair	
	Kevin Douglas - Vice Chair	
	Ian Bergel	
	(John) Patrick Brady	(Resigned 3 March 2021)
	Maurice Bull	
	Zoe Metcalfe - Harrogate BC nominated trustee	(Resigned 18 March 2021)
	Ruth Newton	
	Bev Richardson	
	Caroline Shead	
	Helen Claire Bournier	(Appointed 15 October 2020)
Charity number	Samuel John Gibbs - Harrogate BC nominated trustee	(Appointed 18 March 2021)
	1144758	
Company number	7760477	
Principal address	Community House	
	46-50 East Parade	
	Harrogate	
	HG1 5RR	
Independent examiner	N Clemit ACA, FCCA	
	JWPCreers LLP	
	Chartered Accountants	
	Genesis 5	
	Church Lane	
	York	
	YO10 5DQ	
Bankers	CAF Bank Limited	
	25 Kings Hill Avenue	
	Kings Hill	
	West Malling	
	Kent	
	ME19 4JQ	
Key Management Personnel	Karen Weaver - Chief Executive (resigned 30 April 2020)	
	Frances Elliot - Chief Executive (appointed 1 May 2020)	

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019".

The legal and administrative information page forms part of this report.

Objectives and activities

The objects of the charity and company, as stated in the Memorandum and Articles of Association dated March 2012 are:

- To promote any charitable purposes for the benefit of the public, primarily but not exclusively in the local government area of Harrogate District and its environs (the 'area of benefit') and, in particular, build the capacity of charities, voluntary organisations and social enterprises and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.
- To promote, organise and facilitate co-operation and partnership working between charities, voluntary organisations and social enterprises; and statutory and other relevant bodies in the achievement of the above purpose within the area of benefit.
- For the public benefit to assist in the advancement of education, the protection of mental and physical health and the relief of poverty, distress and sickness, within the area of benefit.

In September 2017 the board adopted a 3-year strategic plan which set out the vision and mission for the charity following major changes to funding earlier in 2017. These were in turn reviewed and re-confirmed in November 2018. A new plan was due to be in place from September 2020, however the impact of the pandemic in 2020 and the lead up to local government reorganisation in North Yorkshire in 2023 has made forward planning in the face of so much uncertainty very difficult. Having sought external advice, the board agreed to delay the approval of a new 3 year plan for a further 12 months. However the charity continues to work to our agreed overall vision, mission and aims whilst taking stock of the impact of these unprecedented circumstances.

Our Vision:

People in the Harrogate District benefit from leading fulfilling and active lives and make a positive contribution to local community life.

Our Mission:

To support our communities, charities and volunteers to make the Harrogate District a great place in which to live and work.

Our Overall Aims:

- To help people take positive action to identify and meet the needs of their communities and enhance their own lives in doing so;
- To support communities, charities and volunteers across the Harrogate District by ensuring access to the best support and advice possible;
- To ensure that the role of charities and volunteers across the Harrogate District is recognised, and their contribution is valued and supported;
- To support the local voluntary and community sector to have a strong voice and effective influence on all decision makers in our area.

Our Strategic Objectives:

1. To provide local voluntary and community sector information services
2. To support local community and social action, especially volunteering
3. To support local community fundraising
4. To provide services which help people stay safe and well at home, supported by volunteers
5. To ensure HADCA is fit for purpose, independent and marketed effectively

These strategic objectives each have a set of actions which form the basis of an annual work plan to guide the work of the HADCA staff team under the leadership of the Chief Executive. Progress against a set of key performance indicators is monitored and reported to trustee meetings throughout the year.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Public benefit

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The trustees consider that all the activities of HADCA are carried out for the public benefit, as illustrated in this annual report.

Activities of the Charity during 2020/21

Harrogate & District Community Action (HADCA) exists to provide support to charities, voluntary and community groups and volunteers across the Harrogate District of North Yorkshire. We are a member-led organisation and have a membership of over 200 local voluntary and community sector (VCS) organisations. We can trace our history back to 1963 with the establishment of Ripon CVS. Harrogate and Area CVS was founded in 1988 and incorporated Harrogate Volunteer Centre which had been set up in 1973. The Harrogate and Ripon organisations came together in 2013 to form an organisation which now serves the whole district. At that time the trading name Harrogate and Ripon Centres for Voluntary Service was adopted and this was changed on 1st May 2020 to Harrogate and District Community Action, to better reflect the charity's role within the District.

HADCA is a local independent multi-purpose charity working in partnership with a wide range of voluntary, public and private sector organisations, connecting and collaborating to support local community and social action. Our information services remain at the heart of our role, with three further themes of local voluntary action, local fundraising and practical support. Connecting and collaborating continues to underpin all our work. Our services are available to charitable groups of all sizes from small neighbourhood groups through to large national charities based in the Harrogate District.

We own and manage Harrogate Community House to provide reasonably priced office accommodation for 15 voluntary organisations and good quality affordable meeting space for a variety of community activities.

Under the umbrella of the Harrogate Easier Living Project (HELP) we offer a range of practical support services for people in need of some additional support from our bases in Harrogate and Ripon.

Harrogate Borough Council (HBC) provides strategic grant aid for both our community action work supporting the local voluntary sector and our practical support services. We also receive a smaller grant from Ripon City Council to support our work in the Ripon area.

Our practical support services are part-funded through a four-year contract with North Yorkshire County Council (NYCC) which commenced on 1st October 2018. We work closely with two local delivery partners who provide befriending services in their local areas as part of this contract (Supporting Older People and Boroughbridge Community Care). NYCC also contributes to our two voluntary car driver services based in Harrogate and Ripon.

Information services

We provide a wide range of information including funding, networking and learning opportunities. We promote voluntary sector services, activities, events, news, jobs and volunteering opportunities via our extensive networks. Our online Where to Turn and Volunteering Directories are at the heart of this work. We prioritise ensuring that both are kept up to date, accurate and widely promoted so that they are the first port of call for people looking to get involved in the local voluntary and community sector.

Via our reception service at Harrogate Community House we usually meet and greet thousands of visitors and callers and ensure they receive a warm welcome and helpful information and advice. We also keep the Community House Information Centre up to date with a wide range of literature on local activities and services. During the pandemic Community House was closed to visitors except by appointment, however we continued to provide information and advice to the general public, potential volunteers, local charities and partners via our website, by email and by phone.

Local Community Action

HADCA supports local voluntary organisations and community groups to strengthen their organisations by being better informed, increasing skills and being more aware of emerging local needs and priorities. HADCA provides opportunities to network, to work in partnership and to be involved and influence local decision making.

We support local community action via a programme of learning events and networks and host a number of forums, enabling voluntary and community sector representatives to meet, share issues and influence decision makers.

We work closely with partners from all sectors to ensure a thriving local voluntary and community sector. HADCA has a place on the Harrogate District Public Services Leadership Board representing the local voluntary and community sector and plays an active role in the HBC My Neighbourhood programme. We are also active in the NHS funded Harnessing the Power of Communities programme locally.

We promote local volunteering and provide information on local volunteering opportunities via the online HADCA Volunteering Directory which has been in operation since October 2016. We provide further support to volunteer-involving organisations via regular information updates.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Local fundraising

It is part of our role to ensure that the Harrogate District voluntary and community sector is resilient and well prepared, and we work in partnership with HBC and the Two Ridings Community Foundation to provide THE LOCAL FUND for the Harrogate District, which was launched in January 2018. The ambition is to build a substantial endowment fund that can be easily accessed by local charities to help them meet the needs of their beneficiaries. The fund itself is held and managed by Two Ridings Community Foundation and HADCA's role is to co-ordinate the overall partnership and to develop the "Friends of THE LOCAL FUND" as a network of supporters and beneficiaries.

Providing services for people challenged by their life circumstances

Via the **Harrogate Easier Living Project (HELP)**, HADCA works with volunteers to help people whose circumstances mean they are in need of additional support to remain independent, safe and well in their own homes. These services are provided at a very low cost or free of charge, to people unable to access affordable support from any other providers and without a trusted local support network. The key services offered are:

In the home:

- Help for people needing assistance with seasonal garden tidies, decorating, basic repairs and other one-off practical tasks (*Help at Home*), co-ordinated from our Harrogate office.
- *Ripon & Rural Befriending Service* provides one to one companionship and support for adults of all ages in the northern part of the district, co-ordinated from our Ripon office.

Away from the home:

- Door to Door transport: volunteers use their own vehicles to transport people to appointments, shops, community activities and are reimbursed at 45 p per mile.
- Information and signposting is a key part of our offer. This service is especially valuable for those who are digitally excluded.

During the period of the pandemic, we additionally provided:

- Shopping, prescription pick-ups and other essential errands for people who were unable to go out.
- Support for the local GP-led vaccination programme, with teams of volunteer marshals helping regularly at two vaccination centres.

In March 2021, HADCA employed 19 staff (10 full time equivalents) and before the coronavirus pandemic was supported by 102 regular volunteers contributing 288 hours per week to deliver services. During the year to March 2021, 321 new volunteers joined us, providing shopping, collecting prescriptions, assisting with essential journeys and offering phone befriending. Some went on to become volunteer marshals at the vaccination sites, where 150 of our volunteers gave over 5,000 hours of their time.

ACHIEVEMENTS AND PERFORMANCE DURING 2020/21

General overview

In recent years, changes to the way in which HADCA is funded mean we have become a multi-purpose charity, supporting both the voluntary sector and individuals. To address the planned budget deficits we faced since 2017, the Board of Trustees approved a senior management restructure, agreed as the best way to ensure that the charity began the new financial year with a balanced budget. After eleven years in post Karen Weaver stepped down as CEO and from 1st May 2020 former Head of Practical Support Services Frances Elliot started in post as the new CEO. Karen Weaver has a continuing but reduced role as Strategic Lead (Community Action).

2020/21 was clearly an extremely challenging year for the whole of society. HADCA's staff and volunteer team rose to the challenge of getting information and support to those who needed it in an unprecedented manner. The team deserves admiration, respect and huge thanks for their response to the pressures of supporting hundreds of new individuals or families in addition to those people with whom we had worked in the past. They also deserve recognition for doubling the frequency of information bulletins to support the wider voluntary and community sector and ensuring the Covid-safe operation of Harrogate Community House. This was all done whilst the team switched to working remotely from home.

Health and safety, data security and safeguarding are considered at every board and team meeting to ensure we comply with all regulatory requirements relevant to our services. This was especially important during the pandemic, both in ensuring Harrogate Community House was a Covid-safe workspace for staff and tenants providing essential services and also that new volunteers supporting new clients had a clear understanding of PPE, cleaning protocols and boundaries.

We work hard to ensure all our risk assessments, policies and procedures are kept up to date and that staff and volunteers are aware of all key decisions.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

Information services

A key role for HADCA is to promote the local voluntary and community sector and we continue to use a variety of methods to do so, including social media. We have strong links with the local media and contribute two monthly columns in the Harrogate and Ripon weekly newspapers to highlight the work of the sector.

57 people participated in 4 free Introduction Sessions. These took place online instead of at community venues in Harrogate and Ripon this year due to the pandemic. These HADCA Introduction Sessions helped connect new colleagues from statutory and voluntary organisations. Health and social care professionals became more aware of local voluntary sector services and how to refer their clients. 100% of attendees found the session valuable and would recommend a colleague to attend.

The HADCA e-bulletins moved from fortnightly to weekly to keep over 1,000 local charity and community contacts up to date during the pandemic. The bulletins include training and networking opportunities, funding, resources and consultations and also promote local charity news, new and changed services, activities, events and jobs. The 'Care in Action' newsletter published twice per year shares voluntary sector news with a wider network of readers, including health and social care professionals, local councillors, parish councils and churches. During the second lockdown period extra information was collated and shared on opportunities to support people during the Christmas period and beyond into 2021, with the aim of harnessing the desire to help at this very challenging time.

HADCA is active on Twitter and Facebook and daily posts promote local voluntary action and resources with over 4,300 Twitter followers.

The fully searchable online 'Where to Turn' directory contains over 700 charity services and community activities providing support for good health and wellbeing. This year new 'themes' have been added to the search criteria including 'Coronavirus Support' and 'Online Activities'. Our community events calendar lists around 60 forthcoming events (many online this year) at any one time for charities, volunteers and people in our communities to connect, learn and have a good time.

This year we have been unable to attend events as usual across Harrogate District to increase awareness of the information, support and learning available for people involved in local community action. Instead we have joined online events and increased the amount of information we share on social media and in our bulletins.

Local community action

We continue to offer services which support local volunteering and were successful in a bid to the Two Ridings Community Foundation for a temporary Digital Information Assistant to boost this work during the pandemic. This funding was available via the government's Coronavirus Community Fund. Although some volunteering opportunities were either no longer available or changed due to the pandemic, there were around 100 local volunteering opportunities listed in our directory at any time. Over the year we helped organisations to recruit volunteers for 297 different roles.

Our online Volunteering Directory helps people find roles according to their interests, skills, needs and availability. Local volunteering opportunities, and the benefits of volunteering, are promoted through local- and social media, promotional postcards, booklets of opportunities and partnerships with local organisations. We also invest resources behind the scenes to make sure potential volunteers have the best possible experience. This involves following up enquiries made through the online Volunteering Directory with volunteer managers so that timely responses are made and any issues resolved. The regular newsletter for Harrogate District Volunteer Managers Network continued to keep over 600 local volunteer managers up to date with resources to recruit and manage volunteers effectively.

Key strands of our work are to bring people together to share best practice and opportunities, to work together to improve local services and community connections and to give voluntary sector organisations voice and influence with decision makers. We organised and supported 8 forum and network meetings attended by 113 people, all successfully transferred online throughout the year. We also hosted our AGM online for the first time in October, which was both well attended and well received by members.

Regular targeted e-mail updates were compiled and circulated to keep members up to date on relevant current events and issues.

- Connecting Ripon Network is a partnership group with 109 members, representing 62 organisations, facilitated by HADCA for voluntary, community and faith sector organisations to work together to strengthen volunteering and community connections in Ripon and the surrounding villages. It met 4 times in 2020/21;
- Harrogate District VCS Chief Officers and Chairs Group is a network of 84 decision makers who share news, views, the challenges of managing change and opportunities for funding and partnership working. Due to funding changes this group was set to be discontinued from April 2020 but we decided to reinstate it as a virtual network during the first lockdown and in the end held 4 successful online meetings during the year.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Local community action (continued)

As well as our forums and networks we are involved in a variety of partnerships where we seek to share learning and issues gleaned from our wide range of connections. As partners switched to focus their efforts on responding to the pandemic most regular meetings were paused but the strong local networks continued to operate virtually and provided invaluable in planning and delivering community support. We continued to be active members of the following partnerships:

- Voluntary and community sector representative on the Harrogate District Public Services Leadership Board
- HBC My Neighbourhood Programme – supporting local neighbourhood community development
- HBC Digital Connections project – a partnership to improve residents' basic digital skills and confidence to access online opportunities and services across the district
- Liaison with NYCC Stronger Communities and Living Well officers to ensure co-ordination and joint working with the local VCS
- NHS Harnessing the Power of Communities (HPoC) Programme VCS Leaders Group – overseeing various health related projects delivered by the voluntary sector
- Fountains Abbey Studley Royal Skell Valley Project Steering Group – overseeing a major Heritage Lottery Fund funding bid
- HBC VCS Liaison Group – sharing information and issues with HBC councillors and officers
- THE LOCAL FUND for the Harrogate District – fund partner with Harrogate Borough Council and Two Ridings Community Foundation, providing partnership co-ordination support and liaising with the Friends of the LOCAL FUND
- Lead partner for the Harrogate District Volunteering Oscars with John Fox – supported the production of a celebration of Volunteering Video to replace the 2020 ceremony, thanking local people involved in Covid-19 community response.
- Harrogate Chamber of Trade – regular contact and attendance at events and meetings
- Member of the Harrogate Place Leadership Group
- Harrogate District Climate Change Coalition member on behalf of the voluntary sector

Via our National Association of Voluntary and Community Action (NAVCA) we have received a small grant to support our participation in the national VCS Emergency Planning Partnership (VCSEP), a government backed partnership between national and local voluntary and community sector organisations aiming to deliver a more coordinated response during emergencies. We provided regular feedback via surveys and webinars, sharing local intelligence on issues arising from the pandemic gained via our forums and networks.

Harrogate Community House supports local voluntary action by providing a hub for local charitable organisations to work and meet. The building was closed during the first lockdown in spring 2020 but following a detailed risk assessment and the development of Covid-19 operating procedures re-opened to tenants from July, thus enabling them to work safely in providing vital community services. During the closure we took the opportunity to carry out a variety of maintenance and housekeeping tasks and also commenced a major project to replace the fire alarm system. We liaised closely with tenants to successfully complete a major project to update our tenancy agreements and supported the arrival and departure of various organisations. We also secured funding via Two Ridings Community Foundation Coronavirus Fund to purchase a video conferencing system to facilitate blended meetings with some participants on the premises and others attending via video link. This has been well received by tenants and returning user groups.

Community Fundraising

During the first part of the year THE LOCAL FUND partners agreed to pause activity on THE LOCAL FUND to enable Two Ridings Community Foundation to focus their efforts entirely on setting up their Coronavirus Community Fund to support their entire area of benefit. The Partnership Group continued to meet monthly and focussed on formalising the working arrangements for the fund and putting in place a significant one off contribution from Harrogate Borough Council. Late in 2020 the Fund opened to applications from groups for support with the additional costs of restart or adapting services to support the community recovery from Covid-19. HADCA assisted with hosting two online funding workshops to assist applicants with their applications and in February 2021 ten groups were awarded grants totalling £37,850.

We have continued to promote THE LOCAL LOTTO for the Harrogate District, both to good causes and players. Launched in July 2018 and operated by Harrogate Borough Council, there are now over 100 good causes signed up and over 1000 players. At least 10p from every ticket sale is donated to THE LOCAL FUND and in the first two years over £100,000 has been raised in total, supporting good causes across the District.

Services for people in the community

The Harrogate Easier Living Project (HELP)

HELP provides a range of preventative services aimed at helping people maintain their independence in their own homes, principally supported by funding from North Yorkshire County Council and Harrogate Borough Council. Additional income is also generated via trust, community and corporate fundraising, in addition to the donations received from clients and their families.

2020/1 was a year like no other, as the team had to adjust rapidly and flexibly to the impact of the pandemic. HELP was selected by the Stronger Communities team at NYCC to become a designated Community Support Organisation (CSO) for Harrogate Town, part of a network of 23 across the county, forming part of the emergency response to COVID19. We also worked with Ripon Community House, the CSO for Ripon, to provide shopping and to do other tasks, as we had a team of volunteers in the city. This involved frequent meetings with key officers at NYCC and HBC and liaison with the other Community Support Organisations, in order to mobilise local support for people shielding and without family, friends and neighbours to assist them. Over 300 new volunteers were welcomed to the team, with our usual recruitment and induction processes quickly adapted to work around social distancing and hygiene measures. At a time when things were changing very rapidly and information was constantly being updated, key messaging from NYCC was also shared with groups providing support to their local communities in and around Harrogate.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Help at Home was unable to commence their usual gardening season in April 2020 since the Household Waste Recycling Centre was closed and there was nowhere else to dispose of the garden waste that they generate each day. The team therefore focused on urgent tasks only in the early months of the pandemic, such as moving furniture to enable Covid-19 patients to return home from hospital and putting up key safes to allow carers access to residents' homes. The team also assisted with welfare checks, shopping for residents in local independent living centres etc. They were additionally able to carry out routine maintenance at Harrogate Community House. They were able to resume gardening once the waste recycling centres had reopened and spent time catching up on the backlog of gardens. Particular thanks goes to National Lottery Community Fund for funding additional staff time to catch up with this backlog and to continue with our Covid-19 support work for a vital 6 month period. Thanks also go to the Edward Gostling Foundation, HDH Wills, NYCC Stronger Communities and Rotary Club of Harrogate Brigantes for their support for Help at Home.

Voluntary Car Driving Service

This service was put on hold in March 2020 due to the lockdown. We restarted our service for essential journeys in December 2020 having sought Public Health advice. In line with guidance, this was to enable people to access vaccination and other essential medical appointments, with new cleaning protocols in place. We removed cash handling for six months as a precaution. Thanks in particular to The Brelms Trust CIO who generously supported our driving service and to The Robert McAlpine Foundation who provided six months of funding for the considerable additional administration involved in invoicing every journey and reimbursing every volunteer. Drivers completed 567 essential journeys between December 2020 and March 2021. Many of our regular volunteer drivers were, themselves, shielding, and so we recruited new volunteer drivers to support these journeys.

Ripon & Rural Befriending Service moved from face to face to phone befriending at the start of the pandemic. Volunteers gradually returned to doing garden visits, then moving back indoors as the different stages of reopening allowed. The pandemic brought an increase both in volunteers keen to connect with others and of people who appreciated some short term phone contact. Telephone befriending was quickly put in place for people both in Ripon and in Harrogate.

Here to HELP sessions

Whilst face to face sessions of course stopped, the team used a variety of methods to ensure up to date information reached a wide range of people. There was a significant increase in the number of mailings sent out to new and existing clients by post, since many of the people we supported are not digitally engaged. Thanks to Harrogate Round Table, Rotary Club of Harrogate, Bettys & Taylors, Charities Aid Foundation and NYCC Community Transport for funding additional printing and postage costs. Thanks to Cllr Stuart Martin & to Moortown Painting for supporting our new magazine, "A Small HELPing", which combined targeted information to keep people up to date with changes to local services and activities alongside articles by or about clients and volunteers. To complement this, we sent invitations to Zoom events with advice on fuel poverty and energy saving, as well as continuing our Craft Group meetings in this way.

Covid-19 Support

Acting in the role of Community Support Organisation for Harrogate, and alongside Ripon Community House (the CSO for Ripon City), volunteers provided practical assistance to people over 6,000 times between April 2020 and March 2021.

From January 2021, the team additionally worked in partnership with the five other Community Support Organisations to provide teams of volunteer marshals for the vaccination centres at Harrogate Showground and Ripon Racecourse. 150 volunteers from HADCA offered over 5,000 hours of volunteering at the sites in the period Jan – June.

Fundraising

Our Project Development Workers worked tirelessly, submitting applications to Trusts and Foundations, many of whom made additional opportunities for funding available. This brought in £89,000. Despite the lack of opportunities to carry out face-to-face fundraising, individuals, families and groups responded creatively to suggested ways of fundraising and came up with their own ideas, raising a fantastic £19,000. This included over £2,000 from the Saints' Plant Stall, which was particularly popular during lockdown, £518.68 from the sale of T-shirts designed by KidSmith and £1,628 from fundraising by the families and staff at St Joseph's Catholic Primary School, Harrogate. Finally, we were delighted to be supported with a further £5,500 from local businesses, with special thanks to Brora, Bettys & Taylors, NFU Mutual, Procter and Gamble UK and Swinton Estate.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Financial Review

HADCA finished the year with an overall surplus of £38,599. This was made up of surpluses of £33,601 within unrestricted funds and £4,998 within restricted funds.

Covid-19 unexpectedly brought us a number of new funding sources and opportunities for growth of services. Even so our future funding environment remains quite uncertain and this small surplus will help support our medium-term sustainability.

Total income was £458,844 (£364,583 in 2019/20) and the bulk of the increase was in Covid-19 related grants.

Our expenditure also increased in the period to £420,245 (from £416,617 in 2019/20), reflecting the increased work we delivered in line with our increased income.

The trustees were pleased with the overall results.

Reserves policy

The trustees have agreed that it is necessary to hold free reserves to cover the following contingencies:

- To cover the redundancy and other costs in the event of the charity winding up through a substantial loss of funding.
- To provide working capital where contracts are paid in arrears.
- To finance existing or new activities until adequate external funding is obtained.

The trustees consider that a reserve equivalent to three months' running costs is sufficient. Currently £80,000 to £100,000 is adequate to cover these contingencies. The actual reserve at 31 March 2021 was £119,633 and this will help us face ongoing funding challenges in 2021/22.

Principal funding sources

The main sources of funding for the principal activities of HADCA were via the Wellbeing and Prevention contract with North Yorkshire County Council and vital annual core funding support from Harrogate Borough Council. Income was also received from NYCC to support our Covid-19 work as a Community Support Organisation.

Other activities were funded by:

All Together Now Community Choir, Bettys & Taylors, Brora, Charles & Elsie Sykes Trust, CNG Group Ltd, Charities Aid Foundation, Clothmakers Foundation, Edward Gostling Foundation, George A Moore Foundation, Harrogate Round Table, HDH Wills Trust, Holy Trinity Ripon, Kidsmith, Moortown Painting & Decorating Services Ltd, NAVCA, National Lottery Community Fund, Neighbourly, NFU Mutual (Ripon), NYCC Community Transport Fund, NYCC County Councillors Don Mackenzie, Jim Clark and Stuart Martin, NYCC Stronger Communities, Oakdale Carol Concert, Procter and Gamble UK, Persimmon Homes, Presence Church, Robert McAlpine Foundation, Ripon City Council, Rotary Club of Harrogate, Rotary Club of Harrogate Brigantes, Saints' Plant Stall, Sir Jules Thorn Charitable Trust, St Josephs' RC Primary School, Swinton Estate, Sylvia & Colin Shepherd Charitable Trust, Tesco Bags of Help, The Belms Trust CIO, The Ruby and Will George Trust, Two Ridings Community Foundation, Washburn Heritage Centre, WG Edwards Trust, Warm & Well North Yorkshire, Yorkshire Building Society Charitable Foundation.

In addition to these funds, HADCA receives income for its various services from donations from individuals, charges for some support services and for administration services provided to member organisations.

We are extremely grateful to all the organisations and individuals who have provided us with the funds necessary to carry out our work in 2020/21.

Risk management

HADCA maintains a risk register and the board of trustees and sub committees ensure that all major risks to which the charity is exposed are reviewed on a regular basis and that the systems and procedures are in place to manage these risks. Health and safety, data security and safeguarding are agenda items at every board meeting and there are lead trustees for adult and children's safeguarding.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Future Plans

The charity continues to have three main service areas:

- Helping people stay safe and well supported by volunteers (Harrogate Easier Living Project – HELP)
- Provision of local voluntary & community sector information services (the Where to Turn directory and associated services)
- Support for Local Community & Social Action including volunteering, community fundraising via THE LOCAL FUND and the operation of Harrogate Community House.

The forthcoming creation of single unitary local authority for North Yorkshire by April 2023 could have a significant impact on all our key funding streams and services, which are as follows:

- The strategic partnership grant from Harrogate Borough Council which supports our information and community action work
- The NYCC Wellbeing and Prevention contract, operated in conjunction with Supporting Older People and Boroughbridge Community Care and supported by volunteers and fundraising
- The Harrogate Borough Council grant aid support for the Help at Home service
- The voluntary car driver services in Harrogate and Ripon part funded by NYCC
- The operation of Harrogate Community House for voluntary and community sector tenants and meeting room users

We will continue to work on our next three-year strategic plan, which was put on hold due to the pandemic. This now needs to factor in the forthcoming major change to local government in the Harrogate District, with much more information needed on how local community action will be supported on an ongoing basis. Whilst our key partners, NYCC and HBC will inevitably be absorbed in this work, the growth of grass roots community support, which has been such a positive feature of the pandemic, offers a real opportunity for the future.

The pandemic's longer-term effects on people will naturally shape the support that we develop as fresh challenges and unmet needs emerge. It will be vital to retain as many of the volunteers who stepped forward during the pandemic as we can, as well as enabling any pre-Covid volunteers who needed to pause, to resume their activities with us safely.

Whilst fundraising was very successful in 2020/21, future years will be challenging, as funders who gave so generously during the pandemic adjust, and support from businesses and individuals who have faced additional costs and reduced income may also be impacted.

Helping people stay safe and well at home supported by volunteers

We will continue to deliver the North Yorkshire County Council contract for Prevention and Wellbeing Support to adults of all ages across the Harrogate district. We do this in partnership with two other local charities; Supporting Older People and Boroughbridge Community Care, who both provide befriending services across complementary geographical areas to ours. The contract for Prevention Support specifies a mixture of information, advice and signposting, practical support and befriending, which we achieve, using a person-centred approach. The lifting of restrictions will enable us to go out into the community with information and signposting once more. Our Craft Group has returned to face to face gatherings. To complement our other services, we will start a Friendship Group which will meet in the community to help rebuild people's confidence in getting out and about after long periods at home. Supermarket shopping, prescription collections and other essential errands will continue whilst people need to isolate.

We are grateful for the continued support of Harrogate Borough Council for our Help at Home service. Their funding is vital to the continuation of that service and we offer the fastest possible service to their tenants and to people without other means of support in the district, not only providing the practical support requested, but seeking opportunities to refer people on to other sources of support as appropriate.

Our voluntary driving service is unlikely to see demand return to pre-Covid levels for some time, given that many groups, lunch clubs and activities have been cautious about restarting and any further lockdown could lead us to cut back to essential journeys only once more. Since we are funded based on numbers of journeys completed it is difficult to predict what income for this service will be in the year ahead.

Finally, we wait for further information about the development of the vaccination programme over autumn/winter 2021 and would seek to support local GPs if they offer booster vaccinations during this time.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Local voluntary and community sector information services

We will be continuing to focus on making the best use of technology to share information to support our local voluntary and community groups. The "Where to Turn" and Volunteering Directories remain at the heart of this work, and we will ensure that both are up to date, accurate and widely promoted so that they are the first port of call for people looking to get involved in the local voluntary and community sector. We will continue to provide our regular ebulletins and newsletters and ensure all our services are GDPR compliant. We will continue to use a range of social media and traditional platforms to raise awareness of the value and contribution of our sector and the opportunities to become involved.

Support for local community and social action

We will support local voluntary action via our programme of events and networks and will continue to host a number of forums, enabling VCS representatives to meet, share issues and influence decision makers.

We will work closely with partners from all sectors to ensure a thriving local voluntary and community sector. This includes continuing to be the VCS representative on various public/private sector groups and we anticipate contributing to the work required to ensure a smooth transition to the new unitary authority in April 2023.

We will continue to champion volunteering across the district, sharing information on opportunities and promoting good practice in volunteer management. This will include being delivery partners in the Skell Valley and Community Fit projects, both aiming to boost volunteering via a variety of innovative approaches and sharing of good practice.

We will ensure that Harrogate Community House is maintained and developed as a supportive and welcoming location for voluntary and community groups to work and meet.

We will collaborate with the wider voluntary and community sector at a county wide, regional and national level wherever we can see an actual or potential benefit back to our district.

Finally we will continue to work in partnership with Harrogate Borough Council and Two Ridings Community Foundation to promote and develop THE LOCAL FUND for the Harrogate District. This includes bringing in new donations to the fund and assisting with the promotion of grant aid opportunities to beneficiaries.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Structure, Governance and Management

Governing document

From 1st April 2012 Harrogate and Area CVS incorporated to become a company limited by guarantee (number 7760477) and this also required the establishment of a new registered charity (number 1144758) and memorandum and articles of association.

On 1st April 2013 the operation of the former Ripon Council for Voluntary Service was transferred to Harrogate and Area Council for Voluntary Service. The charity and company name remain as Harrogate and Area Council for Voluntary Service Ltd but publicly the organisation is known as **Harrogate & District Community Action (HADCA)**.

The charity is a membership organisation and as of 31 March 2021 the organisation had 210 members. Our memorandum and articles of association requires that member representatives make up 60% of the board of trustees.

Recruitment, appointment and induction of trustees

Appointment of trustees is governed by the memorandum and articles of association. The board of trustees is authorised to appoint new trustees to fill vacancies arising through resignation or death of an existing trustee.

One third of the trustees must retire at the Annual General Meeting. However, if eligible, they may offer themselves for re-election, serving a maximum period of up to 6 years (two three year terms).

Following their appointment trustees are invited to meet with the chief executive for an initial induction session. An induction check list with copies of relevant policies and other documents is provided, along with introductions to members of staff. Trustees are encouraged to attend relevant training and are invited to attend meetings and other events organised by the organisation.

Organisational structure

The board of trustees of the charity, currently comprising 9 trustees, holds a minimum of four board meetings per year, plus two board development sessions. In addition, there are sub-committees for finance, governance and property:

Finance	Governance	Property
John Fox	Ruth Newton (Chair)	John Fox
Kevin Douglas	Caroline Shead	Bev Richardson
Ian Bergel (Chair)	Helen Bournier	Sam Gibbs

The board has a nominated link trustee for the Harrogate Easier Living Project services and in 2020/21 Maurice Bull continued to carry out this role.

Operational management is delegated to the Chief Executive who is supported by a team of staff and volunteers in three areas of work; community action services, services to individuals and business support. In 2020/21 the management team was made up of the Chief Executive, the Strategic Lead for Community Action and the Finance Officer. The Finance Officer is responsible for the day to day financial management of the charity.

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

John Fox - Chair

Trustee

Date: 14 September 2021

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021

The trustees, who are also the directors of Harrogate & Area Council for Voluntary Service Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

I report to the trustees on my examination of the financial statements of Harrogate & Area Council for Voluntary Service Ltd (the charity) for the year ended 31 March 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

N Clemit ACA, FCCA

JWPCreers LLP
Chartered Accountants
Genesis 5
Church Lane
York
YO10 5DQ

Dated: 7 October 2021

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

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

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
Income							
Donations and legacies	2	2,221	65,697	67,918	3,297	51,930	55,227
Charitable activities	3	94,824	296,056	390,880	114,328	194,876	309,204
Investments	4	46	-	46	152	-	152
Total income		97,091	361,753	458,844	117,777	246,806	364,583
Expenditure							
Raising funds	5	-	808	808	-	1,438	1,438
Charitable activities	6	63,490	355,947	419,437	125,697	289,482	415,179
Total expenditure		63,490	356,755	420,245	125,697	290,920	416,617
Net income/(expenditure) before transfers		33,601	4,998	38,599	(7,920)	(44,114)	(52,034)
Gross transfers between funds		-	-	-	-	-	-
Net income/(expenditure) for the year							
Net movement in funds		33,601	4,998	38,599	(7,920)	(44,114)	(52,034)
Fund balances at 1 April 2020		86,032	594,483	680,515	93,952	638,597	732,549
Fund balances at 31 March 2021		119,633	599,481	719,114	86,032	594,483	680,515

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	9		517,832		533,822
Current assets					
Debtors	10	7,372		9,807	
Cash at bank and in hand		235,425		180,907	
		<u>242,797</u>		<u>190,714</u>	
Creditors: amounts falling due within one year	11	<u>(41,515)</u>		<u>(44,021)</u>	
Net current assets			201,282		146,693
Total assets less current liabilities			<u>719,114</u>		<u>680,515</u>
Income funds					
Restricted funds	13		599,481		594,483
Unrestricted funds			119,633		86,032
			<u>719,114</u>		<u>680,515</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 14 September 2021

John Fox - Chair

Trustee

Company Registration No. 7760477

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019)" and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

1.5 Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

Raising funds are those costs incurred in attracting donations and legacies and those incurred in trading activities that raise funds.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the direct costs and support costs relating to such activities.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include its audit fees and costs linked to the strategic management of the charity.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Fixed assets are stated at cost or valuation less accumulated depreciation. Individual fixed assets costing £1,000 or more are capitalised at cost.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Buildings	2%
Computers and office equipment	33%
Vehicles	25%

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

(Continued)

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held at call with banks.

1.8 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.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price.

Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Pensions

The charity contributes to defined contribution pension schemes in respect of its employees. The assets of these schemes are entirely separate to those of the charity. The pension cost shown represents contributions payable by the charity in respect of the employees.

1.10 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Donations and legacies	2,221	65,697	67,918	3,297	51,930	55,227
	=====	=====	=====	=====	=====	=====

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Charitable activities

	Community action 2021 £	Forums and events 2021 £	Service delivery 2021 £	Total 2021 £	Community action 2020 £	Forums and events 2020 £	Service delivery 2020 £	Total 2020 £
Grants	63,431	3,222	251,011	317,664	49,268	2,534	166,923	218,725
Fees and charges	46,349	-	26,867	73,216	71,028	-	19,451	90,479
	<u>109,780</u>	<u>3,222</u>	<u>277,878</u>	<u>390,880</u>	<u>120,296</u>	<u>2,534</u>	<u>186,374</u>	<u>309,204</u>
Analysis by fund								
Unrestricted funds	94,824	-	-	94,824	114,328	-	-	114,328
Restricted funds	14,956	3,222	277,878	296,056	5,968	2,534	186,374	194,876
	<u>109,780</u>	<u>3,222</u>	<u>277,878</u>	<u>390,880</u>	<u>120,296</u>	<u>2,534</u>	<u>186,374</u>	<u>309,204</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

4 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	46	152
	<u>46</u>	<u>152</u>

5 Raising funds

	Restricted funds	Restricted funds
	2021	2020
	£	£
Support costs	808	1,438
	<u>808</u>	<u>1,438</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

6 Charitable activities

	Community action 2021 £	Forums and events 2021 £	Service delivery 2021 £	Total £	Community action 2020 £	Forums and events 2020 £	Service delivery 2020 £	Total 2020 £
Direct staff costs	18,444	2,235	208,775	229,454	62,703	953	145,420	209,076
Project costs	2,546	386	54,751	57,683	4,515	913	45,978	51,406
	<u>20,990</u>	<u>2,621</u>	<u>263,526</u>	<u>287,137</u>	<u>67,218</u>	<u>1,866</u>	<u>191,398</u>	<u>260,482</u>
Share of support costs (see note 7)	64,595	33	62,317	126,945	81,095	54	66,936	148,085
Share of governance costs (see note 7)	3,266	18	2,071	5,355	4,009	23	2,580	6,612
	<u>88,851</u>	<u>2,672</u>	<u>327,914</u>	<u>419,437</u>	<u>152,322</u>	<u>1,943</u>	<u>260,914</u>	<u>415,179</u>
Analysis by fund								
Unrestricted funds	63,490	-	-	63,490	125,697	-	-	125,697
Restricted funds	25,361	2,672	327,914	355,947	26,625	1,943	260,914	289,482
	<u>88,851</u>	<u>2,672</u>	<u>327,914</u>	<u>419,437</u>	<u>152,322</u>	<u>1,943</u>	<u>260,914</u>	<u>415,179</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Support costs

	2021		2020		2020	
	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Depreciation	15,990	-	15,990	15,990	-	15,990
Support staff costs	44,896	-	44,896	59,500	-	59,500
Communications and IT	13,064	-	13,064	13,574	-	13,574
Financial costs	348	-	348	202	-	202
Printing and postage	9,643	-	9,643	9,867	-	9,867
Premises	43,004	-	43,004	48,952	-	48,952
Governance costs	-	5,355	5,355	-	6,612	6,612
	<u>126,945</u>	<u>5,355</u>	<u>132,300</u>	<u>148,085</u>	<u>6,612</u>	<u>154,697</u>
Analysed between						
Charitable activities	<u>126,945</u>	<u>5,355</u>	<u>132,300</u>	<u>148,085</u>	<u>6,612</u>	<u>154,697</u>

Governance costs includes payments to accountants of £2,580 (2020: £2,550) for independent examiners fees.

8 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Total	<u>18</u>	<u>19</u>
Wages and salaries	238,519	227,932
Social security costs	8,177	12,070
Pension costs	17,137	25,095
Termination payments	10,663	-
	<u>274,496</u>	<u>265,097</u>

No employee received emoluments of more than £60,000 per annum (2020: £nil)

The total paid to key management personnel during the year was £44,279 (2020: £60,365).

The average number of employees worked out on the basis of full time equivalents with regard to a 37 hour working week was 10.1 (2020: 10.3).

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Tangible fixed assets

	Buildings	Computers and office equipment	Vehicles	Total
	£	£	£	£
Cost				
At 1 April 2020	550,000	13,738	29,602	593,340
At 31 March 2021	550,000	13,738	29,602	593,340
Depreciation				
At 1 April 2020	22,000	13,738	23,780	59,518
Depreciation charged in the year	11,000	-	4,990	15,990
At 31 March 2021	33,000	13,738	28,770	75,508
Carrying amount				
At 31 March 2021	517,000	-	832	517,832
At 31 March 2020	528,000	-	5,822	533,822

10 Debtors

	2021	2020
	£	£
Amounts falling due within one year:		
Debtors (accounts receivable)	6,485	4,470
Accrued income	634	5,091
Prepayments	253	246
	7,372	9,807

11 Creditors: amounts falling due within one year

	Notes	2021	2020
		£	£
Taxes and social security		(991)	3,490
Deferred grant income	12	26,245	26,245
Other creditors		2,722	4,861
Accruals		13,539	9,425
		41,515	44,021

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Deferred income

	2021 £	2020 £
Opening balance	26,245	26,245
Amount released to income in the year	(26,245)	(26,245)
Amounts deferred in the year	26,245	26,245
	<u>26,245</u>	<u>26,245</u>

Deferred income comprises grants received in advance of the funding period.

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2020 £	Movement in funds			Balance at 31 March 2021 £
		Income £	Expenditure £	Transfers £	
Community action					
Community House Capital Reserve	528,000	-	(11,000)	-	517,000
Community House Cash Funds	53,772	595	-	-	54,367
TRCF CCF	-	14,361	(14,361)	-	-
HPOC	1,998	-	-	-	1,998
Forums					
RIPPSI	2,854	3,222	(2,672)	-	3,404
Service delivery					
HELP - Harrogate Easier Living Project	-	128,321	(121,459)	-	6,862
Lottery	-	23,346	(23,346)	-	-
Prevention	-	104,979	(104,979)	-	-
Help at Home	(57)	53,145	(48,155)	-	4,933
Help at Home Van Fund	7,916	-	(4,990)	-	2,926
Transport	-	33,784	(25,793)	-	7,991
	<u>594,483</u>	<u>361,753</u>	<u>(356,755)</u>	<u>-</u>	<u>599,481</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

13 Restricted funds

(Continued)

		Movement in funds			
	Balance at 1 April 2019	Income	Expenditure	Transfers	Balance at 31 March 2020
	£	£	£	£	£
Community action					
Community House Capital Reserve	539,000	-	(11,000)	-	528,000
Community House Cash Funds	53,772	2,268	(2,268)	-	53,772
HPOC	11,654	3,700	(13,356)	-	1,998
Forums					
RIPPSI	2,263	2,534	(1,943)	-	2,854
Service delivery					
HELP - Harrogate Easier Living Project	4,389	37,334	(41,723)	-	-
Prevention	-	104,979	(104,979)	-	-
Help at Home	7,911	50,529	(58,497)	-	(57)
Help at Home Van Fund	12,906	-	(4,990)	-	7,916
Opening Doors	1,383	157	(1,540)	-	-
Transport	5,319	45,305	(50,624)	-	-
	<u>638,597</u>	<u>246,806</u>	<u>(290,920)</u>	<u>-</u>	<u>594,483</u>

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

13 Restricted funds

(Continued)

Restricted funds represent monies to be used for the following specific purposes:

Community House Capital Reserve

This is the value of the property as at April 2019 when it was acquired.

Community House Cash Funds

These funds were transferred over from Harrogate Community House Trust Ltd on completion of the transfer and will be used to maintain and develop the building.

TRCF CFF

This grant from Two Ridings Community Foundation provided funding to promote activities/sessions/information services and encourage new volunteers, and to purchase digital equipment for the Community House meeting rooms.

HPOC

This is NHS funding which was received as a grant from Community First Yorkshire to carry out two research projects, commissioned as part of the Harnessing the Power of Communities (HPoC) programme in the Harrogate District

RIPPSI

Funding from NYCC for running costs of the Ripon Physical and Sensory Impairment Group.

Harrogate Easier Living Project

Supported by funding from NYCC and HBC to provide help with practical tasks for those who have nobody else to support them. It incorporates the following services each with their own separate restricted funding:

Lottery - Coronavirus Community Support Fund

Funding from the Lottery to catch up with the backlog of work for Help at Home created when we were unable to do any gardening work during the first lockdown, which continued until the Household Waste recycling centre reopened. Funding also covered additional staff time for emergency Covid support work across the District.

Prevention

HARCVS was appointed to deliver the Wellbeing and Prevention Support services contract for the Harrogate District commencing 1st October 2018. This brought a number of previously separate held contracts into one agreement, with a contract for four years initially.

Help at Home

This is a scheme to provide a gardening, decorating and DIY service to older and disabled people.

Help at Home Van Fund

This fund is accumulated donations towards the purchase of a new van for the Help at Home project, which was purchased in 2018/19. The fundraising target for this was £15,000.

Opening Doors for Disabled People (ceased 2020)

This is a project to provide volunteer support to enable disabled and visually impaired people to get out and about.

Transport

Supported by funding from NYCC to provide the following services:

Ripon Voluntary Car Driver Service

Operates in the Ripon area and is available principally to those who are elderly or disabled and are unable to access public transport.

Driving Force

Operates in the Harrogate/Knaresborough area and is available principally to those who are elderly or disabled and are unable to access public transport.

HARROGATE & AREA COUNCIL FOR VOLUNTARY SERVICE LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2021	2021	2021
	£	£	£
Fund balances at 31 March 2021 are represented by:			
Tangible assets	-	517,832	517,832
Current assets/(liabilities)	119,633	81,649	201,282
	<u>119,633</u>	<u>599,481</u>	<u>719,114</u>
	<u><u>119,633</u></u>	<u><u>599,481</u></u>	<u><u>719,114</u></u>
	Unrestricted funds	Restricted funds	Total
	2020	2020	2020
	£	£	£
Fund balances at 31 March 2020 are represented by:			
Tangible assets	-	533,822	533,822
Current assets/(liabilities)	86,032	60,661	146,693
	<u>86,032</u>	<u>594,483</u>	<u>680,515</u>
	<u><u>86,032</u></u>	<u><u>594,483</u></u>	<u><u>680,515</u></u>

15 Contingent liability

The charity has no contingent liabilities.

16 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021	2020
	£	£
Within one year	960	1,252
	<u>960</u>	<u>1,252</u>

17 Related party transactions

No trustees (2020: one) were reimbursed for expenses during the year (2020: £23).

There were no payments of travel and subsistence expenses to trustees during the year (2020: £nil).

None of the trustees nor any persons connected with them received any remuneration during the year.