

**HARLESTON INFORMATION PLUS
CHARITY**

**Independently examined Trustees Report
and financial statements**

Financial year ending 31st March 2021

Charity Registration number – 1146735

Company registration number – 8010650

HARLESTON INFORMATION PLUS CHARITY
(A company limited by guarantee)

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HARLESTON INFORMATION PLUS CHARITY

(A company limited by guarantee)

The Board of Trustees present their report and independently examined financial statements for the financial year 1st April 2020 to 31st March 2021

Registered name: Harleston Information Plus Charity

Charity registration number: 1146735

Company registration number: 8010650

Registered Office and operational address:

8 Exchange Street, Harleston, Norfolk, IP20 9AB

Board members:

Chair: Margaret Griffiths

Vice Chair: Norman Hart

Treasurer: Carolyn Malinowski

Other Trustees:

Kim Bryant

Peter Mortimer

Robin Twigge

Company Secretary: None

Centre Administrator: Sally Davies

Independent Examiner:

Elizabeth Klingaman MA FCA

Bankers:

Barclays, Leicester, LE87 2BB

HARLESTON INFORMATION PLUS CHARITY

(A company limited by guarantee)

TRUSTEES REPORT FOR THE YEAR ENDING 31 MARCH 2021

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Harleston Information Plus Charity (the charity) for the year ending 31 March 2021.

The Trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the company's governing document, FRS 102 "The Financial reporting Standard applicable in the UK and Republic of Ireland" and Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102 (effective 1 January 2015).

Structure, governance and management

MEMORANDUM OF ASSOCIATION

The charity is registered as a charitable company, limited by guarantee and was incorporated on 28 March 2012 and registered as a charity on 2 April 2012. The charity is constituted under the Memorandum of Association.

The objects of the charity are:

- 1 The promotion for the public benefit of rural regeneration in areas of social and economic deprivation and in particular in Harleston and the surrounding area, by all or any of the following means:
 - The provision of a free confidential, independent and impartial service of information for the residents of Harleston and the surrounding areas;
 - The relief of unemployment in such ways as may be thought fit, including the provision of assistance to find employment;
 - The provision of business related information to unemployed people with a view to assisting them in setting up a business;
 - The advancement of education, training or retraining, particularly among unemployed people;
 - The provision of recreational and other facilities for the public at large or those who by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances have need of such facilities;
 - The creation of training and employment opportunities by the provision of workspace whether or not such workspace is provided on favourable terms;
 - The relief of elderly and disabled people who are in need, providing items, services or facilities calculated to relieve the needs of such persons and by the provision of support to such persons/carers;
 - Such other means as may from time to time be determined subject to the prior written consent of the Charity Commission;
- 2 To promote or advance any purpose which is charitable according to the law of England and Wales for the benefit of the public principally by the payment of grants, loans and other payments to such

charity or charities with the same or similar area of benefit as the charity as the trustees shall from time to time think fit.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

Subsequent trustees shall be appointed by resolution of the trustees. The term of office for all trustees other than the first trustees is 3 years from the date of their appointment.

c. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The trustees of the charity meet regularly. Day to day control of the Information Centre is delegated to the Information Centre Administrator.

d. AIMS

The trustees' priority aims are currently:

- To work with and involve the local community in all that we do
- To alleviate local rural and social isolation and deprivation
- Identify need and offer quality support and information services to help those who are most disadvantaged in our community, these include jobseekers, carers and the elderly
- To encourage, promote and initiate projects that will provide social and cultural benefits to the area
- To promote Harleston and its hinterland, helping to improve the economic quality of life for everyone in the community.
- To enable a thriving third sector in the Harleston area by encouraging volunteering in the community and providing support for local volunteer run groups and organisations.
- For our own volunteers, offer training and support, enhancing wellbeing, life skills and increasing employability
- Work in partnership with other organisations on projects of benefit to our community
- To seek funding to initiate and support all of the above

e. ACTIVITIES AND PERFORMANCE

The activities of the charity have been affected greatly by the Covid-19 Coronavirus pandemic during the financial year with the Information Centre closing for visitors during the three national lockdowns:

- 19th March to 28th June 2020
- 5th November to 1st December 2020
- 5th January to 11th April 2021

We were still able to maintain a service to the community employing four part time staff: the Information Centre Administrator offering overall management, a Jobs Club Coordinator who manages the Harleston Jobs Club and LIFT project, the Better Together Outreach Officer and a Cleaner. The Centre Administrator and Jobs Club Coordinator continued with some duties working from home, and were placed on flexible furlough when unable to work their full hours. The Better Together Outreach Officer was able to continue full hours working from home throughout. The Cleaner was placed on furlough during each lockdown.

Main activities of the charity during this period have been:

- Information centre and related activities
- Harleston Jobs Club
- Work to combat loneliness and social isolation across rural areas of South Norfolk

All our activities focus on improving the quality of life for local residents and are undertaken to further our charitable purposes for the public benefit.

Over the twelve months volunteers including trustees, gave a combined total of 812 hrs of their time to the work of the Charity, which equates to a value of £7,235 based on National Minimum Wage

In normal times Trustees hold a bi-monthly management meeting when progress is reported and discussed, strategy developed and finances scrutinised, however during this extraordinary year management meetings have been held monthly.

Harleston Information Plus Charity (HIP) is seen as a community focal point, a place where you can get information, receive support and training or enjoy social activity. This has never been more important than this last year, with national lockdowns and people shielding or isolating and we are confident public awareness of our services is continuing to grow. Over the last three years we have been able to extend our services into the hinterland allowing us to better address rural and social isolation.

Information centre

When closed to visitors during the year due to Covid-19 restrictions, the phone lines and email communication remained active, with community information regularly updated on the website and posted on social media.

A core of volunteers specialise in working on the information desk and, outside of lockdown, have helped maintain HIP's 6 day a week service, albeit on reduced hours. Historically our opening hours have been 9.30am to 3.30pm but when able to open outside of the national lockdowns it was on reduced hours from 10am to 1pm. This was due to unavailability of volunteers, many of whom were in the vulnerable category and shielding. Overall the number of people we were able to help on reduced opening (21% compared to the previous year) was 23% compared to the previous year

Harleston Jobs Club

The Jobs Club was closed for the first and last quarter of the financial year due to Covid-19 restrictions. Jobseekers were supported via email, telephone and video call and were helped with job searching, CVs, applications and interviews. Many of the jobseekers supported during this time had no access to the internet; the Jobs Club helped them to access emails and their Universal Credit accounts.

The Club reopened in July 2020 for 1:1 face-to-face appointments and the delivery of personalised, 1:1 IT training.

43 jobseekers engaged in this support whilst others remained supported via telephone, email and video call. 30% of jobseekers who engaged in 1:1 appointments secured employment.

Better Together Norfolk

BTN has continued to support individuals living in the rural community during the pandemic by setting up volunteer groups who were able to offer practical support. This interaction also provided human contact and a sense of community.

Virtual groups were created to target interests such as Art, knitting and wellbeing. This provided individuals with regular contact with others in the community allowing friendships to be formed which continue as face to face groups resume.

The 'Post a Smile' project supported people living in residential care who were unable to receive visitors. Volunteers wrote letters and cards and created pieces of artwork proving valuable in supporting both residents and the volunteers who also experienced isolation during lockdown.

An Arty Crafty Norfolk Facebook page was launched with the aim of enabling people to share their ideas giving them the opportunity to share ideas and projects they were working on.

We also organised Christmas hampers that were distributed in Harleston and Breckland to people identified as being lonely and isolated.

We ran several community projects that people could take part in nurturing the feelings of people being connected. At the heart of these projects was collaborative working, this was also crucial during this time to build strong community connections and share resources.

Door step Kindness. 150 pebbles were shared with the local primary School and village volunteers. These were decorated by children and adults and placed around the village Christmas tree. During Christmas week the decorated pebbles were distributed around the village for people to find on their post-Christmas walks. Some of the pebbles were placed on people's doorsteps as a random acts of kindness.

Shine the light of thanks for all volunteers. People were encouraged to place a light in their window on Christmas eve. This was to show appreciation of volunteers who continued working and supporting people in their community over Christmas eve.

The Yellow heart window display. As we said goodbye to 2020, people placed a golden heart in their window in remembrance of all those who lost their lives to Covid during the year.

f. FINANCIAL REVIEW

Despite the challenges of the last twelve months, HIP Charity has been able to continue to carry out a partnership project known as Better Together on behalf of Voluntary Norfolk, and to undertake as much work as possible, in the difficult circumstances, towards a LIFT project funded by the European Social Fund via Waveney Valley LAG.

We have benefited from a grant from Redenhall with Harleston Town Council, and we received gift funding from the trading profit of Harleston Information Plus Ltd. which is made on a regular and continuing basis.

We also received crucial support from grants made available by the government, including Job Retention Support grants, Lockdown Support grants, Local Restrictions grants, and also received a

discretionary grant from South Norfolk Council. We would like to record our gratitude to South Norfolk Council for their efficient and prompt actions in disbursing these grants.

Unsurprisingly, given the extremely difficult situation everyone has faced, it has not been possible for the local donors who have in the past provided us with valued support, to be able to do so this year. We were grateful to Mr and Mrs Spooner for a donation from the proceeds of the Brockdish Open Gardens

As the Information Centre has had to close for many months, our non-staff costs have been considerably reduced compared to the previous year.

In the forthcoming twelve months, we have secured funding for a further two years for the Better Together project, in addition to securing a lottery grant for a new project. We will also be rolling out the latter stages of the LIFT project started in 2020-21 which has been delayed due to the lockdowns.

We have finished the year in a secure financial position which will stand us in good stead for the forthcoming year and we hope we can look forward to more settled times.

g. FUTURE DEVELOPMENTS

Better Together Norfolk

In the forthcoming year, BTN will continue to serve the rural community with the aim of reducing social isolation and building stronger communities. BTN have specified the key roles as:

- Volunteer recruitment and support, and campaign coordination. This is with the aim of allowing community groups to be established as part of building sustainability across South Norfolk, Broadland, Great Yarmouth and Norwich
- Production of a quarterly Better Together Newsletter, along with mailing lists to facilitate quarterly distribution to stake holders. The newsletter will contain updates, share good news and promote upcoming events, and details of how communities and volunteers can get involved.
- Identify individuals and groups who are not already benefiting from Better Together Norfolk but are eligible for the project

Reserves policy

The reserve policy is reviewed annually. During the year the trustees examined the charity's requirement for reserves and determined that unrestricted reserves should be maintained at a level sufficient to cover six months core running costs together with sufficient funds to meet any reasonably foreseeable contingency, a total of £35,000. Unrestricted funds currently exceed this level.

PUBLIC BENEFIT


The trustees 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.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415a of the Companies Act 2006

Charity no 1146735

This report was approved by the trustees on 13th September 2021

and signed on their behalf by:


.....

Margaret Griffiths, Chair of Harleston Information Plus Charity



CHARITY COMMISSION
FOR ENGLAND AND WALES

**Independent examiner's report
on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Harleston Information Plus Charity

**On accounts for the year
ended**

31 March 2021

**Charity no
(if any)**

1146735

Set out on pages

12-17

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2021**

**Responsibilities and
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

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

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

Signed:

Elizabeth Klingaman

Date:

13/9/2021

Name:

ELIZABETH KLINGAMAN

**Relevant professional
qualification(s) or body**

The Institute of Chartered Accountants in England and Wales

Address:

The Old Rectory

Worlingham

Bury St Edmunds IP26 8RU

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.

HARLESTON INFORMATION PLUS CHARITY
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STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)

FOR THE YEAR ENDED 31 MARCH 2021

	Note	Restricted funds 2020-21 £	Unrestricted funds 2020-21 £	Total funds 2020-21 £	Total funds 2019-20 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Grants		40,379	27,312	67,691	37,112
Donations		0	12,701	12,701	27,724
Other		0	2,708	2,708	7,880
TOTAL INCOMING RESOURCES	3	40,379	42,721	83,100	72,716
RESOURCES EXPENDED					
Costs	4	32,794	27,093	59,887	53,938
NET MOVEMENT IN FUNDS FOR THE YEAR		7,585	15,628	23,213	18,778
Total funds at 1 April 2020					
		0	78,830	78,830	
TOTAL FUNDS AT 31 MARCH 2020		7,585	94,458	102,043	

The notes on pages 14 to 17 form part of these financial statements

HARLESTON INFORMATION PLUS CHARITY
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BALANCE SHEET AS AT 31 MARCH 2021

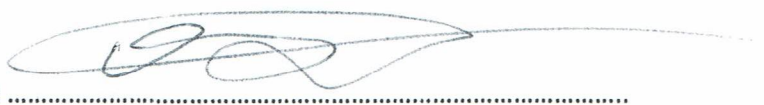
	Notes	2021 £	2021 £	2020 £	2020 £
CURRENT ASSETS					
Debtors	7	18,850		23,458	
Cash at bank and in hand		94,029		55,900	
		<u>112,879</u>		<u>79,358</u>	
CREDITORS: amount falling due within one year	8	10,836		528	
NET CURRENT ASSETS			102,043		78,830
CREDITORS: amounts falling due after one year			<u>0</u>		<u>0</u>
NET ASSETS			<u>102,043</u>		<u>78,830</u>
CHARITY FUNDS					
Unrestricted funds			102,043		78,830
Restricted funds	9		<u>0</u>		<u>0</u>
TOTAL FUNDS			<u>102,043</u>		<u>78,830</u>

The Trustees consider that the Charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the Charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the Charity as at 31 March 2021 and of its net incoming resources for the year in accordance with the requirements of sections 394 and 395 of the Act which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Charity.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved by the Trustees on 20th September 2021 and signed on their behalf by Margaret Griffiths, Chair of Harleston Information Plus Charity:

Signature 

The notes on pages 14 to 17 form part of these financial statements

HARLESTON INFORMATION PLUS CHARITY
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NOTES TO THE FINANCIAL STATEMENTS AS AT 31 MARCH 2021

1 BASIS OF PREPARATION

- 1.1** The financial statements have been prepared under the historical cost convention, in accordance with FRS (102) The Financial reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP (FRS 102) "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS 102 (effective 1 January 2015).
- 1.2** There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.
- 1.3** No changes have been made to accounts for previous years

2 ACCOUNTING POLICIES

- 2.1** The accounts have been prepared in accordance with FRS102. This has not made any material difference to the financial statements.

2.2 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with sufficient reliability.

Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations are only included in the SoFA when the charity has unconditional entitlement

Performance related grants are only included in the SoFA once the related services have been delivered

The value of voluntary help received is not included in the accounts but is described in the trustees' annual report.

Investment income is included in the accounts when receivable.

2.3 Resources expended

All expenditure is accounted for on an accruals basis.

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

HARLESTON INFORMATION PLUS CHARITY
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NOTES TO THE FINANCIAL STATEMENTS AS AT 31 MARCH 2021

3 INCOMING RESOURCES

	Restricted funds 2020-21	Unrestricted funds 2020-21	Total funds 2020-21	Total funds 2019-20
	£	£	£	£
Grants	40,379	27,312	67,691	37,112
Gifted from HIP Ltd	0	12,483	12,483	13,284
Donations	0	218	218	14,440
Room hire	0	90	90	3,211
Other	0	2,618	2,618	4,669
Total	40,379	42,721	83,100	72,716

4 RESOURCES EXPENDED

	Restricted 2020-21	Unrestricted 2020-21	Total 2020-21	Total 2019-20
	£	£	£	£
Staff costs	32,271	12,315	44,586	32,431
Other costs	523	14,778	15,301	21,507
Total	32,794	27,093	59,887	53,938

5. DETAILS OF CERTAIN EXPENSES

5.1 TRUSTEE EXPENSES

During the year no trustees received any payment or remuneration of out-of-pocket expenses

5.2 FEES FOR EXAMINATION OF THE ACCOUNTS

Independent examiner fee £75

HARLESTON INFORMATION PLUS CHARITY
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NOTES TO THE FINANCIAL STATEMENTS AS AT 31 MARCH 2021

6. PAID EMPLOYEES

6.1 STAFF COSTS

	2020-21	2019-20
	£	£
Gross wages and salaries	44,347	31,951
Employers' National Insurance	0	0
Pensions	239	480
Total	44,586	32,431

6.2 AVERAGE NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES IN THE YEAR

The parts of the charity in which the employees work	2020-21	2019-20
Harleston Information Centre administrator	0.5	0.5
Harleston Jobs Club	0.6	0.5
Community Support management	0.0	0.1
Better Together	0.7	0.3
Cleaner	0.1	0.1
Total	1.9	1.5

7. DEBTORS: Amounts falling due within one year

	2021	2020
	£	£
HIP Ltd – gifted profit	12,483	13,284
Prepayments and accrued income	6,367	10,174
	18,850	23,458

HIP Ltd (Company number 04630178) is donating its 2020-21 profits to HIP Ltd Charity

HARLESTON INFORMATION PLUS CHARITY
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NOTES TO THE FINANCIAL STATEMENTS AS AT 31 MARCH 2021

8. CREDITORS: Amounts falling due within one year

	2021	2020
	£	£
Accruals and deferred income	10,836	528
Total	10,836	528

9. STATEMENT OF RESTRICTED FUNDS

Grant funding	Brought forward	Incoming resources	Outgoing resources	Carried forward
	£	£	£	£
1) LIFT project	0	5,000	15,199	0
2) Better Together	0	35,379	17,595	0
Total restricted grants	0	40,379	32,794	0

Incoming resources 2020-21

- 1) The LIFT project is an European Social Fund Funded project to run Harleston Jobs Club and employment- based village pop ups
- 2) Voluntary Norfolk are the programme managers for Norfolk County Council funded Better Together which works to combat loneliness across Norfolk. As a partner in this programme, HIP operates in the South Norfolk area offering 'information pop ups' to help encourage people to be more active and involved in their community.