



CHRISTCHURCH

COMMUNITY PARTNERSHIP

Trustees' Report and Accounts

for the year

1 April 2020 to 31 March 2021

Charitable Company Registered in England & Wales and Limited by Guarantee

43 Barrack Road, CHRISTCHURCH, Dorset BH23 1PA

Company No: 07485083

Charity No: 01149162

www.christchurchcommunitypartnership.org.uk

www.Facebook.com/ChristchurchCommunityPartnership

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ANNUAL REPORT FOR THE YEAR ENDING 31 MARCH 2021

The Trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 2015).

Chair's Report

It has been another eventful year globally, nationally, and locally and it has certainly been a busy one for the CCP as we have continued to respond to the Covid 19 pandemic. Unlike many charities, we were able to adapt most of our services to continue to support both our own clients and the wider community. We have also been able to build upon both the existing and the many new relationships we have built, particularly with BCP Council as well as many of the other statutory and voluntary organisations, around both volunteering and access to food as one of the issues identified through the pandemic has been how much insecurity exists for both older people and families around food. In response to the closure of Lunch Clubs, and in partnership with the Food Bank, we began cooking and delivering hot meals to those living alone or unable to provide themselves with nutritional meals. We quickly realized through our relationship with local schools that there were also many families struggling in this area, so invited the schools to refer families in need to the hot meal scheme. Since it began on April 24th 2020, with two of our volunteers cooking in a local church kitchen, and then also a caterer volunteering and with her own facilities, we have cooked and delivered over 4000 hot meals! Our Dial a Bus and Neighbour services whilst not able to operate their normal service have been gainfully employed in both the meal deliveries, and doing shopping and medication pickups for those isolating, throughout the entire period including the subsequent lockdowns. More recently, having been Covid proofed with funding from the National Lottery, they have been used as vaccination transport for anyone in Christchurch needing support, and taking the place of the Neighbour Car service in getting residents to other medical or urgent appointments.

This has been in addition to Christchurch Angels and Helpful Neighbours offering telephone support/befriending as there has been no face-to-face visits, and in order to better address the social

isolation issue in addition to providing nutritious meals, we launched a new project; Telephone Friendship Groups which brings groups of 5 people together with a trained 'host' to facilitate a weekly phone call. We were able to secure funding for all of these initiatives through a variety of funders including Dorset Community Foundation, TNL Covid Legacy Fund, Christchurch Rotary and Lions, Christchurch Town Council and the Christchurch Magdalen Trust. Some of this funding enabled us to take on 3 members of staff to develop and oversee the delivery of these services and we are hoping to secure more substantial funding to further develop these and other services for the gaps in provision that the pandemic has brought to light. We are also more convinced than ever of the need for the facilitation role that is also part of our vision. Whilst it has been an incredibly difficult and challenging year for many people in so many ways, there have also been some amazing opportunities for learning and especially for collaborative working and this momentum needs to be sustained and built upon for the benefit of the community. Some of our aspirations for 2021-22 include the following:

- To put the CCP on a more secure financial footing over the next 3-5 years
- To re-focus on reviewing our strategic direction and formulating a 3-5 business plan which takes account of all we have learnt through the past 18 months
- To ensure the Dementia program which was also adapted to continue through this period continues to develop and achieve its objectives and can be transitioned to a volunteer led service
- To continue review existing and new services to ensure they are fit for purpose in the post Covid environment and that we have the infrastructure to deliver them (including current and additional paid staff roles)
- To continue to develop the existing collaborative relationships and establish new ones
- To complete the pilot scheme around supporting carers which is currently in progress with other stakeholders including BCP Adult Social Care/CRISP/Pramacare/Christchurch Primary Care Network/Sovereign Housing/Help & Care/Somerford ARC

We look forward to the challenges and blessings of 2021-22.



Sandra Prudom
Chair

Objectives and Activities

Context. Christchurch has a population of 50,030¹ and the highest proportion of people in Dorset with 1 in 3 aged between 65 – 95 (31%); the national average is 18%. In 2016 Christchurch had the highest proportion of people ages 80+ at 10% (4,990) compared with the average percent of England's overall population being 4.8%. By 2025 the number of people aged 85+ is expected to increase by more than a third.

Although in general, a wealthy Borough, there are pockets of Christchurch which are areas of significant deprivation, and where there are people, who are disadvantaged and struggling with isolation and in financial crisis. Circa 95% of our client base are over 65; a large number are frail, live alone and find it difficult to use public transport, many because they use walking aids.

Strategic Intent. The CCP is in the process of drafting a new 3 to 5-year Business Plan taking into account the lessons learnt from Covid, which will detail a clearly articulated vision, define robust marketing and fundraising strategies, and ultimately set out well defined future objectives. The Plan will be predicated on the principle that by working alongside and in partnership with other local organisations², the CCP will take the lead in promoting and maintaining an inclusive, supportive, and caring community, with the ultimate aim of improving the health and well-being of all residents.

With health and well-being sitting at the core of its 'raison d'être' it naturally follows that the CCP will continue to develop and sustain Christchurch as a 'Dementia Friendly Community' in addition to focusing on reducing social isolation and reintegrating those affected back into the community.

In tackling 'social isolation', the Partnership will ensure that the various services sitting under the CCP umbrella, which are detailed at Annex A to this Report, operate to **mutual benefit** rather than in isolation. We are therefore reviewing all of our services and the way they integrate in a post pandemic environment. Furthermore, the CCP will adopt a similar approach with its partner organizations across Christchurch to ensure issues are tackled in a similarly coherent manner.

In particular, the CCP will:

- Focus its activities in the Christchurch (BH23) area.

¹ Dorset County Council 2017

² Will include the statutory, voluntary, business and faith sectors.

- Continue to implement the Dementia Friendly Community requirements as laid down by the Alzheimer's Association with the view to delivering a volunteer centred, sustainable infrastructure.
- Deliver services that are coherent and mutually inclusive, with beneficial outcomes that aim to reduce 'social isolation'.
- Address social isolation across the adult age demographic.
- This will be achieved by working collaboratively with other organisations and partners, including supporting their initiatives practically with transport and volunteering

Achievements and Performance

Having taken the lead in delivering Christchurch as a Dementia Friendly Community and gaining the Alzheimer's award in Oct 19 the program continues to build on the successes already achieved whilst adapting to the restrictions imposed by the pandemic. This has included reducing the paid role in line with the business plan, whilst continuing to deliver Dementia Friends Awareness session online and support those caring for folk living with dementia throughout the past year. Whilst there is still a need for a paid role, work continues to ensure that the programme will ultimately be self-sustaining, and volunteer led and that the required standards are being maintained.

Given the constraints imposed by Covid on cafes opening but also the need to fill the gap with Lunch Clubs closing the Meal Card scheme has been used to fund the direct provision of the hot meal service begun last April. These were continued in house until October and the reduced demand was then met by using the scheme to fund two local cafes to provide the meals during the winter, with CCP volunteers delivering them. This has also served as a model for the new strategy of using Meal Card scheme in collaboration with Lunch Clubs to address both social isolation and food insecurity in the future.

Working in partnership with CAN (Community Action Network which replaced the CVS) CCP made the decision to route volunteer enquiries via CAN whilst focusing on its Covid response, CAN then provided volunteers to CCP as and when needed.

Christchurch Angels transitioned through the pandemic to telephone support as well as shopping and medication collection for existing and new clients and has continued to experience an increase in the

volume of referrals. Helpful Neighbours, incorporated into Christchurch Angels last year, was similarly unable to carry out face to face tasks but also offered telephone assistance where appropriate (e.g. computer issues) and also delivered the hot meals, as well as the Christmas and Easter gifts. This has not only enabled the two services to work together more cohesively, but also incorporated the transport services which have supported those initiatives, as well as offering transport for vaccinations and to medical appointments.

Future Plans

All of the above has helped CCP align more closely with its dual vision; both to integrate its services and to cross refer clients across the full range of services, but also to facilitate and encourage collaboration with other organizations also providing support to Christchurch residents. Whilst the priority for the coming year will be to continue to focus on recovery from the Covid pandemic, the new opportunities presented have also enabled CCP to review all of the services and projects using the learning gained through this period to ensure CCP remains fit for purpose and can continue to offer robust and appropriate support to the community. Part of this will be to undertake a strength review as part of a major funding bid to give CCP financial stability over the next few years so it can focus on further developing its vision and strategy.

Continued COVID-19 Crisis response

- With the cooperation of the Christchurch Magdalen Trust to continue to maintain the Emergency Fund to ensure the availability of money to support those in financial difficulty as a result of the crisis.
- Through reviewing current services and securing funding for key staff appointments to continue to develop a route map that drives the CCP through to its most likely future shape and size.

CCP Rebranding.

- Apply for funding to ensure the CCP continues to be able to deliver much needed services.
- Attract volunteers to support the intended CCP route map.

- Deliver a management structure with spare capacity that does not have single points of failure.

Dementia Friendly Community.

- Ensure the program is self-sustaining and working in partnership .
- Deliver a volunteer only management structure by 2024.

Transport Service.

- Continue to develop Christchurch Community Transport (Dial a Bus & Neighbor Cars) and work more collaboratively with other organisations to address social isolation and improve health and wellbeing. This will involve supporting Lunch Clubs with transport and ensuring those unable to attend can still be catered for which may involve subsidizing places through a reconfigured Meal Card scheme

Community Engagement.

- Continue to schedule Engagement events in order to capture the community's view of where the social challenges are within Christchurch including a follow up Youth Conversation (postponed from 2020) and a second Christchurch Conversation to capture the learning from Covid 19.

Financial Review

It is widely argued that the CCP delivers considerable impact across all its services for a relatively low cost; with support costs costing circa £20K / annum the charitable return is significant.

The income in 2021 has remained consistent with 2020, when you take into account the exceptional legacy left to CCP in 2020 of £20k.

In 2021 the direct expenses of CCP have increased substantially, this is in the main due to the implementation of several salaried positions in the latter part of the year. We are hopeful that these positions will continue and are currently in the process of securing some longer-term funding to facilitate this for the next 5 years.

The activity of CCP changed in 2021 from prior years as we had to adapt significantly to the implications of the Covid -19 pandemic. This has resulted in a shift in the way CCP is viewed and

has increased the visibility and profile of CCP, particularly with the statutory sector, where it has become a 'go to' organization for Christchurch. This has long been part of the CCP vision, and it is intended to maintain and develop this role even further in the future.

POLICIES AND PROCESSES

Accounting Policies

The Accounting Policies are detailed at Annex B.

Reserves Policy

The Trustees believe that free reserves should be circa 3 months of normal operating costs. The Trustees have concluded that the current level of reserves will satisfy any immediate requirement based upon the current cost base.

Structure, Governance and Management

Governing Document. The Partnership is a registered charity with the Charity Commission and a registered company limited by guarantee and as such does not have a share capital. The liability of each Member under guarantee (they are also the Trustees/Directors) does not exceed the sum of £10. It is governed by a Memorandum and Articles of Association and the Trustees receive no remuneration for their services.

Appointment of Trustees. Potential Trustees are sponsored by a current Board member and their nomination raised as an agenda item to a formal Board meeting. The sponsor circulates the nominee's CV and provides a written statement that makes a case for selection, stating the role they see the individual fulfilling and the anticipated output they expect. Normally the nominee will have served as a Volunteer Executive Officer (VEO) for at least 6 months but exceptionally this may be waived by the Board. Post a short interview and, the nomination is to be approved by all members of the current Board. If unanimous approval is not forthcoming the sponsoring Trustee may wish to review the nomination with a view to persuading the Board to reverse their collective decision.

The performance of the probationary Trustee is to be reviewed by the Chair plus 3 trustees 6 months after their selection. Any desire to deselect the individual will require the unanimous majority vote of all non-probationary Board members.

Organization. Each service / project has a VEO or Service Lead tasked with maintaining oversight of the project and providing a regular update.

A recent strategic review resulted in a change to the management organization – although still finding its feet early indications are that it will deliver a more focused and streamlined output:

- a. Board of Trustees (BoT). The Board meets every month with the strict intent to maintain a strategic purview of CCP business and extending the planning horizons of the CCP. Attendance is restricted to Trustees and the Admin Officer, and individually invited VEOs / Service Leads.
- b. Management Board. This Board is responsible for the tactical delivery of the Partnership program and translating the Board direction into effect. This Board meets monthly with the Chair to the BoT, Treasurer (if available), Service Leads and VEO with portfolio in attendance.

There are currently 6 trustees with one trustee resigning during the reporting period and three being appointed, although with the increasing activity and strategic review being undertaken by the Partnership there is potential justification for increasing this number.

Risk Management. The Trustees actively review the major risks, which the Partnership faces on a regular basis – currently the 4 key risks to the Partnership’s continuing as a ‘going concern’:

- a. COVID-19. The biggest risk to CCP business is the uncertainty surrounding the current global pandemic. Role, finances, and volunteers could all be affected by the crisis and trying to gauge how it will conclude is impossible to articulate at this stage.
- b. Community Recognition of CCP Role. The CCP must continue to justify its role within the community, and it is hope that the intent to re-brand will strengthen ‘Community Recognition’.
- c. Fund Raising Program. CCP must continue to formulate a longer-term financial plan rather than surviving on short-term applications for funds.
- d. Trustee Numbers. This could almost be considered as ‘not a risk’ given the number of recent VEO interested in stepping up as trustee. However, until the numbers increase it remains on the risk register

General Data Protection Regulation. The CCP has robustly implemented GDPR ((EU) 2016/679), which came into force on 25 May 2018. The Board of Trustees are the Data Controllers, and the Service Leads are Data Processors. To comply with the new Act the Partnership conducted Data Protection Impact Assessments; using these and applying the key GDPR requirements the Board of Trustees

reviewed, updated and approved the Partnership's Data Protection Policy, Procedures and Privacy Statement. These documents are made available to all Trustees, staff and volunteers. The Board of Trustees and the Service Leads signed Agreements to uphold and act on the new Policies and Procedures in line with GDPR.

The Privacy statement is available to all our clients and the general public through our website or on request from our office, and the Policy and Procedures are available on request.

Legal status of the Partnership

The Partnership is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

Trustees' Responsibilities in Relation to the Financial Statements

The Trustees (who are also the directors under Company law) are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

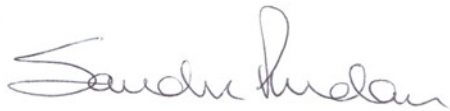
Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources. In preparing the financial statements, the trustees are required to:

- 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 departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

Statement as to disclosure to our Independent Reviewer (IR)

In so far as the trustees are aware at the time of approving this annual report:

- There is no relevant information, being information needed by the IR in connection with preparing his report, of which the Partnership's Treasurer is unaware, and
- The trustees have each taken all steps that he/she is obliged to take as a trustee, including having made enquiries of fellow trustees and the Treasurer, in order to be aware of any relevant information and to establish that the IR is also aware of that information.

A handwritten signature in blue ink, appearing to read 'Sandra Prudom', written in a cursive style.

Sandra Prudom
Chair

ANNUAL ACCOUNTS FOR YEAR ENDING 31 MARCH 2021

The Trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year ended 31 March 2021 by virtue of section 477, and that no member or members have requested an audit in pursuant to the section 476 of the Act.

The Trustees acknowledge their responsibilities for:

- * Ensuring that the company keeps adequate accounting records that comply with section 386 of the Act.
- * Preparing financial statements that give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit and loss for the period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as is applicable to the company.
- * These accounts have been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.
- * These accounts were approved by the Trustees and authorized for issue on 12th October 2021 and are signed on their behalf:



Sandra Prudom
Chair



Mike Turvey
Deputy Chair

INCOME & EXPENDITURE ACCOUNT
(For the Year Ended 31 March 2021)

			Total	Total
			(2019/2020)	(2018/2019)
<u>DONATIONS</u>	Notes 1			
Telephone Friendship	4,066.00			
Meal Cards / Meals	15,188.83			
Dial a bus	8,351.00			
Coronavirus Emergency Fund	8,428.65			
		36,034.48		
Donations Funding Support Costs		25,561.51		
		61,595.99	64,416.89	17,056.66
Income from Charitable Activity		1,332.11	18,732.29	23,804.35
TOTAL INCOME		62,928.10	83,149.18	40,861.01
less: <u>DIRECT EXPENSES</u>	5			
Christchurch Angels	(317.79)			
Helpful Neighbours	(98.00)			
Dial-a-Bus	(10,280.64)			
Neighbour Cars	(2,827.53)			
Telephone Friendship	(2,903.25)			
Dementia Friendly Community	(10,887.06)			
Meals	(4,962.30)			
Coronavirus Emergency Fund	(8,322.35)			
Total Direct Expenses		(40,598.92)	(31,118.23)	(25,804.80)
GROSS SURPLUS (DEFICIT)		22,329.18	52,030.95	15,056.21
less: <u>OVERHEADS</u>	6			
Support Costs	(19,615.82)			
Other Support Costs	0.00			
Total Support Costs		(19,615.82)	(22,345.87)	(18,363.49)
<u>NET SURPLUS (DEFICIT)</u>		2,713.36	29,685.08	(3,307.28)

STATEMENT OF FINANCIAL ACTIVITIES**(For the year ended 31 March 2021)**

	Notes	Restricted	Unrestricted		Total	Total
<u>DONATIONS</u>	1	Funds	Funds		(2019/20)	(2018/2019)
Telephone Friendship		4,066.00				
Meal Cards		15,188.83				
Dial-a-bus		8,351.00				
Coronavirus Emergency Fund		8,428.65				
Donations Funding Support Costs			25,561.51			
				61,595.99	64,416.89	17,056.36
Income from Charitable Activity		1,332.11			18,732.29	23,804.35
Total Income		37,366.59	25,561.51	62,928.10	83,149.18	40,860.71
<u>EXPENDITURE</u>						
<u>Expenditure on Charitable Activities</u>	5					
Christchurch Angels		(317.79)				
Helpful Neighbours		(98.00)				
Dial-a-Bus		(10,280.64)				
Neighbour Cars		(2,827.53)				
Telephone Friendship		(2,903.25)				
Dementia Friendly Community		(10,887.06)				
Meals		(4,962.30)				
Coronavirus Emergency Fund		(8,322.35)				
Total		(40,598.92)				
Support Costs	6		(19,615.82)			
Other Support Costs			-			
Total Expenditure		(40,598.92)	(19,615.82)	(60,214.74)	53,464.10	44,168.19
Net Income / Loss		-3,232.33	5,945.69	2,713.36	29,685.08	(3,307.48)
<u>Reconciliation of Funds</u>						
Funds Brought Forward		31,852.70	39,956.87	71,809.57	42,124.49	45,431.97
Total Funds Carried Forward		28,620.37	45,902.56	74,522.93	71,809.57	42,124.49

BALANCE SHEET (As at 31 March 2021)

FIXED ASSETS:		2020-21	Notes	2019-20	2018-19
Tangible Assets:			9		
Peugeot (HX11HNY)	32,308.00			32,308.00	32,308.00
Fiat (FJ09KNN)	7,000.00			7,000.00	7,000.00
GPS for Bus	79.00			79.00	79.00
Tablet	-			-	633.00
Office Equipment	-			-	434.00
Christchurch Angels 1 Laptop	419.00			419.00	419.00
Christchurch Angels 2 Laptop	310.74			310.74	310.74
Helpful Neighbours Laptop	287.99			287.99	287.99
Admin Officers Laptop	438.00			438.00	438.00
Office PC	599.00			599.00	-
Neighbour Cars Laptop	321.90			-	-
Admin laptop	439.00			-	-
	42,202.63			41,441.73	41,909.73
Accumulated Depreciation	(26,684.00)			(26,017.00)	(26,467.00)
Total Fixed Assets		15,518.63		15,424.73	15,442.73
Current Assets:					
Cash at Bank - NatWest Account	51,869.51			54,096.28	27,261.76
Debtors -			8		
Accrued Income	5,462.10			1,337.82	
Cash for Cash for shopping	39.02				
Sundry debtor	89.10				
Prepayment	2,021.88			1,920.74	
Total Current Assets		59,481.61		57,354.84	27,261.76
LIABILITIES:			7		
Creditors - Falling due within 1 year					
PAYE	(157.81)				
Outstanding Meal Cards - £5 Cards	(319.50)			(970.00)	
Current Liabilities		(477.31)		(970.00)	(580.00)
NET CURRENT ASSETS		59,958.92		56,384.84	26,681.76
TOTAL ASSETS LESS CURRENT LIABILITIES		74,522.93		71,809.57	42,124.49
The Funds of the Charity:					
Restricted Income Funds	28,620.37			31,852.70	4,222.51
Unrestricted Funds	45,902.56			39,956.87	37,901.98
TOTAL FUNDS OF THE CHARITY		74,522.93		71,809.57	42,124.49

Sandra Prudom

Chair

Michael Turvey

Deputy Chair

CASH FLOW

(For the Year ended 31 March 2021)

	2020 - 21	2019 - 20	2018 - 19	2017 - 18	2016 - 17	2015 - 16
	£	£	£	£	£	£
Operating Activities						
Profit before tax	2,713.36	29,685.08	(3,307.48)	6,185.36	(12,978.31)	(57,872.16)
Adjustments	667.00	450.00	1,690.00	1,769.00	200.00	4,661.60
Net changes in working Capital	(4,846.23)	(2,868.56)	(754.95)	(849.05)	3,783.28	(2,089.89)
Income tax paid	0.00	0.00	0.00	0.00	0.00	0.00
Cash flow from Operating Activities	-1,465.87	27,266.52	(2,372.43)	7,105.31	(8,995.03)	(55,300.45)
Investing Activities						
Purchase of Fixed Assets	(760.90)	(599.00)	(438.00)	(8,096.73)	0.00	0.00
Proceeds from disposal of Fixed Asset	0.00	167.00	0.00	0.00	0.00	0.00
Acquisition of subsidiary (net of cash)	0.00	0.00	0.00	0.00	0.00	0.00
Interest received	0.00	0.00	0.00	0.00	0.00	0.00
Cash flow from Investing Activities	-760.90	-432.00	(438.00)	(8,096.73)	0.00	0.00
Financing Activities						
Proceeds from issue of share capital	0.00	0.00	0.00	0.00	0.00	0.00
New Loan raised	0.00	0.00	0.00	0.00	0.00	0.00
Capital Repayments	0.00	0.00	0.00	0.00	0.00	0.00
Interest paid	0.00	0.00	0.00	0.00	0.00	0.00
Dividends paid	0.00	0.00	0.00	0.00	0.00	0.00
Cash flow from Financing Activities	0.00	0.00	0.00	0.00	0.00	0.00
Net change in cash and cash equivalents	(2,226.77)	26,834.52	(2,810.43)	(991.42)	(8,995.03)	(55,300.45)
Cash and cash equivalents at start of year	54,096.28	27,261.76	30,072.19	31,063.61	40,058.64	95,359.09
Cash and cash equivalents at end of year	51,869.51	54,096.28	27,261.76	£30,072.19	£31,063.61	£40,058.64

NOTES TO THE ACCOUNTS1. Donations & Grants

Relying heavily on donations, the CCP is immensely grateful to those local organizations and individuals who have made a valuable contribution to supporting the Partnership. Alongside these key local supporters there are a raft of equally critical funding authorities without whom the Partnership's service delivery would collapse. The expediency in which funds were donated to support the Coronavirus Emergency Fund is of particular note. Although it is not feasible to highlight every donor, whatever the size of the donation, this support is crucial to the CCP continuing to exist as a Christchurch charity.

	Restricted Funds	Unrestricted Funds	Total
<u>Telephone Befriending</u>			
National Lottery	4,066.00		
			4,066.00
<u>Meal Cards / Meals</u>			
J P Morgan	600.00		
Christchurch Round Table	500.00		
Dorset Community Fund	7,800.00		
National Lottery	1,000.00		
Christchurch Town Fund	2,500.00		
Christchurch Rotary	1,000.00		
Miscellaneous	1,788.83		
			15,188.83
<u>Dial-a-bus</u>			
National Lottery	6,476.00		
Dorset Community Fund	1,875.00		
			8,351.00

	Restricted Funds	Unrestricted Funds	Total
<u>Coronavirus Emergency Fund</u>			
Mary Magdellan Trust	4,000.00		
Dorset Community Fund	2,000.00		
Rotary	2,000.00		
Miscellaneous	428.65		
			8,428.65
<u>Donations Funding Support Costs</u>			
National Lottery		5,253.00	
Valintines Trust		5,000.00	
TRIG		5,000.00	
Miscellaneous		3,571.85	
CAF		2,640.00	
Dorset Community Fund		1,692.00	
Waitrose		1,333.00	
4 Com		500.00	
Lions		300.00	
Crowdfund		271.66	
			25,561.51
<u>Income from Charitable Activities</u>			
Dial-A-Bus	679.59		
Neighbour Cars	92.52		
Helpful Neighbours	250.00		
Christchurch Angels	310.00		
			1,332.11
	37,866.59	25,561.51	62,928.10

2. There are two Coronavirus Funds:
 - a. One is the Emergency Fund that receives donations and records the funds spent on those in financial difficulty as a result of the crisis.
 - b. The second records the repayment of volunteers for goods bought for clients and the subsequent receipt of payment by the client for those good.
3. To expedite the receipt of funds, the CCP now owns a card reader that charges 1.75% of the sum being transferred.
4. Income from Charitable Activities. Clients using the Transport Service (Dial-a-Bus / Neighbour Cars) are asked to make a donation.

5. Expenditure on Charitable Activities

	Christchurch Angels	Dial-a-Bus	Neighbour Car	Helpful Neighbours	Telephone Friendship	Hot Meals / Meal Cards	Dementia Friendly Community	CoronaVirus Fun	Total
Emergency Support								8,051.00	8,051.00
Wages		2,924.50	2,732.50		2,903.25		10,821.12		19,381.37
Hot Meal supplies						4,886.19			4,886.19
Driver Expenses			65.03						65.03
Soup Event (Mar 19)									-
Christmas Hampers	253.79								253.79
Mobile Phone	64.00	138.00	30.00	98.00					330.00
Zoom Conference							65.94		65.94
Memberships		50.00							50.00
Parking		189.70							189.70
Fuel		487.97							487.97
Maintenance		4,616.30							4,616.30
Insurance & Tax		1,874.17							1,874.17
	317.79	10,280.64	2,827.53	98.00	2,903.25	4,886.19	10,887.06	8,051.00	40,251.46

6. Support Costs. To ensure an equitable drawdown of both Restricted and Unrestricted Funds the support costs (£19,615.82) have not been apportioned across the CCP funds as in previous years.

	Unrestricted	Office Rent	Office Utilities	Miscellaneous	Office Support	B/B & Telephone	Public Liability Insurance	Professional Fees	Admin Wages	Volunteer Fundraising	Volunteer Expenses	
National Lottery	5,253.00											19,615.82
Valentines Trust	5,000.00								5,253.00			0.00
TRIG	5,000.00	2,450.00	1,473.47	528.64	547.89							0.00
Miscellaneous	3,571.85				1,429.27	805.00	671.05	648.00	18.53			0.00
CAF	2,640.00											2,640.00
Dorset Community Fund	1,692.00											1,692.00
Waitrose	1,333.00								790.97			542.03
4 Com	500.00											500.00
Lions	300.00											300.00
Crowdfund	271.66											271.66
	0.00	25,561.51	7,450.00	1,473.47	1,977.16	805.00	671.05	648.00	6,062.50	-	-	5,945.69

7. Balance Sheet: Liabilities.

	2021	2020
Meal cards	319.50	970.00
PAYE	157.81	0.00
	477.31	970.00

As at 31 March 2021 there was 71 meal cards in circulation. CCP therefore has a maximum liability as at the year of £319.50 (2020 - £970)

During the year CCP commenced employment contracts for several roles and had an amount of £157.81 (2020 - £0) owing to HMRC in respect of PAYE liabilities at the year end.

8. Balance Sheet: Debtors

	2021	2020
Accrued income	5,462.10	1,337.82
Shopping control	39.02	0.00
Sundry Debtors	89.10	0.00
Prepayments	2,021.88	1,920.74
	7,612.10	3,258.56

Accrued income relates to grants and donations that had been committed to pre-31 March 2021, but payment was not received until post year end.

Shopping control relates to shopping trips for clients that are to be repaid to CCP at the year end.

Sundry debtors is an amount paid to a staff member for expenses reimbursement in error pre year end that was refunded post year end in full.

9. Depreciation.

	COST				DEPRECIATION			NBV	
	Cost b/fwd	Additions	Disposals	Costs c/fwd	Dep'n b/fwd	Charge in year	Dep'n c/fwd	B/fwd	C/fwd
Peugeot (HX11 HNY)	32,308.00			32,308.00	22,308.00		22,308.00	10,000.00	10,000.00
Fiat (JF09 KNN)	7,000.00			7,000.00	2,000.00		2,000.00	5,000.00	5,000.00
GPS for bus	79.00			79.00	79.00		79.00	-	-
Christchurch Angels 1 Laptop	419.00			419.00	400.00		400.00	19.00	19.00
Christchurch Angels 2 Laptop	310.74			310.74	300.00		300.00	10.74	10.74
Helpful Neighbours Laptop	287.99			287.99	280.00		280.00	7.99	7.99
Admin Officers Laptop	438.00			438.00	400.00	38.00	438.00	38.00	-
Office PC	599.00			599.00	250.00	250.00	500.00	349.00	99.00
NC Laptop		321.00		321.00		160.00	160.00	-	161.00
Rapid PC Admin		439.90		439.90		219.00	219.00	-	220.90
TOTAL	41,441.73	760.90	-	42,202.63	26,017.00	667.00	26,684.00	15,424.73	15,518.63

Annex A

Overview of CCP Services & Projects

The CCP delivers a portfolio of services that provide both independent and mutually beneficial outcomes in tackling social isolation and promoting a Dementia Friendly Community.

Transport Service. The Partnership operates 2 minibuses (10 drivers / 4 bus buddies) that offer twice a week shopping trips, transport to a once-a-week lunch function and a variety of excursions; the clients are asked to donate towards this door-to-door service. A unique selling point is that in addition to the driver there is the bus buddy who assists the client from their front door on to the bus and often carries their shopping back into the house on return. There is a demonstrable need for both further excursions and support for other social activities, such as lunch clubs, but currently there is a lack of volunteers to expand the service.

Another strand is the availability of volunteer drivers (the Partnership has 7 drivers) using their own vehicles to transport residents (408 clients are registered), primarily for medical, legal or financial appointments. This is a unique service in that the driver waits for the client or even accompanies them, and after the appointment returns them to their home door. The clients donate a sum based on the total distance and the driver receives a mileage payment. An average of 62 trips (upwards of 858 miles) per month have been scheduled in FY 2019-20.

Befriending Service. Once again consisting of 2 mutually inclusive strands the Christchurch Angels is a short-term supporting/enabling service, designed to assist the socially isolated to reconnect with their community through offering one to one befriending support for up to 12 weeks. Christchurch Angels is a wholly volunteer service that has assisted in excess of 600 clients since its inception in 2014, approximately 100 referrals per year. On average it has 25-30 active volunteers supporting a similar number of clients, but recently there has been an increase in referrals. Those referrals that do not fit the Angels' terms of reference (for example those clients with mental health issues) will be supported by being signposted to more appropriate organizations. The majority of the Angels' referrals are from GPs' surgeries and social services.

Another integral element of the Befriending Service is 'Helpful Neighbours'. Clients with small tasks that are beyond their capabilities to do safely ask for assistance, and volunteers with the appropriate skill set are provided to assist and complete the task. A donation, currently set at £2, is asked for this service. Very much early days, but interest is burgeoning and given the age profile of Christchurch is likely to be a major growth area.

Meal Cards. Donations are made to fund £5 meal cards, which are then distributed to partner organizations tackling social isolation and homelessness. These can then be exchanged for a meal at one of 7 supporting cafes. The cards are then bought back from the café for £4.50, the surplus funds being used to cover administrative costs. In the 8 months of the 2019 – 20 financial year 309 cards have been distributed.

Christchurch Dementia Friendly Community Alliance (CDFCA). The Alliance came under the CCP auspices in June 2019, together with circa 30³ stakeholders, partners, businesses, and community groups across the BH23 area, with the aim of providing support for people living with Dementia and their carers. Gaining Alzheimer's Society accreditation in October 2019 as 'Working to Become a Dementia Friendly Community' the program continues apace.

Dementia is one of the biggest health challenges ever, a challenge as big as the fight against cancer, heart disease and HIV and imposes a huge emotional and financial cost. Currently in Christchurch 1,000 people are living with Dementia. Raising awareness and understanding of the challenges faced by those living with dementia and their carers is a top priority, and Dementia Friends awareness sessions will form a big part of the Program. Forty-eight sessions have been delivered to date, generating 167 Dementia Friends. The aim is to make all businesses and organization dementia friendly and develop much more support for those living with dementia and their carers, as well as increasing the activities available to help individuals live well with dementia.

Christchurch Volunteer Bank. Recognizing the need for more volunteers across the Christchurch charitable sector, in Jun 19 the CCP established a Christchurch Volunteer Bank. The aim was to attract more volunteers and to develop a seamless recruitment process that married up the individual's skills and passions to suitable roles and signposted them to appropriate Christchurch charities. In its first 6 months, the service has engaged with 85 potential volunteers of which 30 have been referred to the CCP and 18 have been referred to other organizations.

Community Engagement. The CCP leads on an annual Community Engagement event, which is alternates between either a 'Conversation' or a 'Soup' event. The 'Conversation' is a forum at which attendees are broken down into groups and discussions held to capture where there are shortfalls in social provision. The 'Soup' event identifies a local charity worthy of financial support and awards a prize but at the same time, through questionnaires, also identifies where there are gaps in social support.

³ Shops, solicitors, care homes, banks, and schools.

ANNEX B

Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

- a. Basis of Preparation. The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)) and the Companies Act 2006. Assets and liabilities are initially recognized at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).
- b. The accounts have been prepared on an accrual basis.
- c. Preparation of the accounts on a going concern basis. The preparation of the accounts reflects the assumption that the Partnership is considered an ongoing concern.
- d. Income. Income is recognized when the charity has entitlement to the funds, when any performance conditions attached to the item(s) of income have been met or it is probable that the income will be received, and the amount can be measured reliably.
- e. Interest receivable. Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.
- f. Fund accounting. Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Partnership's work.
- g. Expenditure. Expenditure is recognized once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity
 - o Costs of raising funds.
 - o Expenditure on charitable activities including their associated support costs.
 - o Other expenditure represents those items not falling into any other heading.

- h. Support Costs. Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, finance, personnel, payroll and governance costs. Although these costs are generally allocated between cost of raising funds and expenditure on charitable activities, for this financial year the BoT have decided to cover these costs from 'Unrestricted Funds'.
- i. Expenses. Expenses are considered under 4 headings.
- o Volunteer Expenses. Those expenses that are paid directly to the volunteer for any expenditure made by the individual.
 - o Project / Service Expenses. Those expenses paid to directly support the project delivery such as rental payments, printing costs and the acquisition of training material;
 - o Office Expenses. Those expenses not covered by Office Maintenance or Office Utilities such as web site training, planning application costs and TV license costs.
 - o Expenses. Those expenses not recorded elsewhere.
- j. Tangible Fixed Assets. Tangible fixed assets are capitalized at cost and are depreciated over their estimated useful economic lives on a straight-line basis.
- k. Debtors. Trade and other debtors are recognized at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.
- l. Cash at bank and in hand. Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.
- m. Creditors and provisions. Creditors and provisions are recognized where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognized at their settlement amount after allowing for any trade discounts due.
- n. Honorarium. Ex gratia payments made to individuals to reward their highly successful contribution to CCP business; approved by the BoT.

- o. Financial Performance. The statement of financial activities includes the results of all the projects / services / activities with which the Partnership is carrying resource risk.

Annex C

Reference and Administrative Details

Charity Name: Christchurch Community Partnership
Charity Registration Number: 01149162
Company Registration Number: 07485083
Registered Office / Address: 43 Barrack Road,
CHRISTCHURCH,
Dorset BH23 1PA

Auditors and Bankers

Independent Examiner: Clement M J Wareham FCCA
Wareham & Associates,
Chartered Certified Accountants
38 Mudeford,
CHRISTCHURCH,
Dorset BH23 3NL

Bank: National Westminster Bank
57 High Street,
CHRISTCHURCH,
Dorset BH23 1AZ

Directors and Trustees

Chair:	Sandra Prudom	
Vice Chair:	Mike Turvey	
Compliance:	Sandra Clarke	
Treasurer:	Gary Worsdell	5 April 2020
Funding Strategy		
Development:	Des Persse	
Human Resources:	Dorrie Johnson	

Volunteer Executive Officers

Community Transport Officer:	Ali Morrison	Resigned – Feb 21
	David Boxall	Appointed – Oct 20
	Rebecca Stobie	Appointed - Oct 20
Meal Cards:	Mary Lee	Resigned – April 21
Christchurch Volunteer Bank & social media:	Anne Palmer	

: Appendix D

INDEPENDENT EXAMINERS REPORT

CHRISTCHURCH COMMUNITY PARTNERSHIP

Registered Charity No: 1125977

Independent Examiner's Report to the Directors of Christchurch Community Partnership

I report on the accounts of the Charity for the year ended 31st March 2021 which are set out on pages 13 to 22.

Respective responsibilities of directors and examiner

The charity's directors are responsible for the preparation of the accounts. The charity's directors consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and sections 476 and 477 of the Companies Act 2006 (the Companies Act); and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the general directions given by the Charities Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether any particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Clement M J Wareham FCCA
38 Muddiford, Christchurch
Dorset, BH23 3NL

27 August 2021