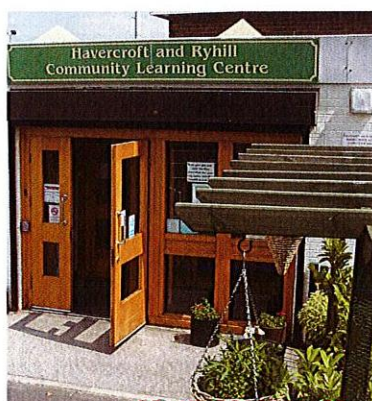

Havercroft & Ryhill Community Learning Project Serving our local and wider communities

Trustees Annual Report to August 2022 (TAR)



Introduction to Report

HRCLP registered as a Charitable Incorporated Organisation (CIO) in March 2013. This report covers the period from September 2021 to the end of the 9th year of operational accounts August 2022. Registration as a Charity was in recognition of the work that the Project undertakes in response to local community need. HRCLP (previously known as Havercroft Skills Project) was established in September 1990. The TAR reflects on the ninth year as a registered CIO.

The accounts for the year September 2021 to August 2022 are provided as a separate document



The Board of Trustees

The Board meet at least once every quarter with additional meetings arranged as required. Members of the Board continue to support the Project through their skills and expertise and attend training to ensure good practice is followed.

The Board of Trustees work proactively with centre staff and commend all staff for their hard work in delivering a diverse range of services and facilities to the local communities, continuing to meet community need.

The Board of Trustees recognise the generosity of individuals and organisations who donate to the food bank and other centre activities and all those who give their time and commitment to the centre.

Staffing



One member of staff is employed full time and all other staff are employed on a part time basis. Most funding associated with staffing, is ring fenced according to the staffing roles for particular elements of the projects work. Volunteers continue to support the running of several groups within the Centre, support the library, and the food bank.

Staff and Volunteer Training

This has included Mental Health First Aid, Emergency First Aid and Safeguarding. Unfortunately some training has been cancelled this year however is scheduled to take place next year.

Food Bank

The Food Bank opens regularly one day per week for parcel collection. Emergency parcels are available at other times.

The Food Bank also includes an umbrella of support including welfare and citizens advice and any other professional support as appropriate. The food bank receives referrals from Wakefield Council, Wakefield District Housing, Together Housing, Live Well Wakefield, Citizens Advice Bureau, other

foodbanks, local schools, the local GP surgery and self-referrals. All those who have registered with the Food Bank are invited to have a review with a designated member of staff to establish if any further support is needed.

The Food Bank also provides lunch bags for children during the school holiday periods where resources allow. HRCLP continues to be registered with fairshare to receive food to support the food bank. It is also supported by Wakefield Street Kitchen who deliver fresh bread each week.



Community Cabin

The Community Cabin (a cabin located in the carpark) continues to support the local community with clothes, household items, books, toys and surplus food collected from local supermarkets. As well as supporting local people, the community cabin prevents items from being sent to landfill. The cabin has been inspected by Environmental Health and rated with the maximum of 5 stars.



Social Prescribing

The social prescribing work of the Centre is central to the work of the Project. The Project has established working relationships with other organisations to allow this work to develop further to the benefit of our local communities.

Information, advice and guidance

Working alongside a range of other professionals, information and advice around debt, budgeting, finance, physical health, mental health, housing, support at home, wellbeing and lots more is provided.

Community Led Local Development (PEAT Project) to February 2022

This Project ended in February 2022. This was a European funded Project through Wakefield Council. This Project was successful in allowing the Project to support the local community to improve their work prospects.

Citizens Advice Bureau (CAB)

This is continuing to prove to be an essential service for our local communities and runs to current capacity. The Project receives referrals to the food bank from CAB and supports the local community on a whole variety of issues including benefit advice, debt advice, housing applications, benefit applications.

Community Library

The community library is open throughout the week alongside Reception. We continue to receive donations of books.



Luncheon Club

Following the COVID pandemic this restarted in September 2021. This continues to be popular and supports our local communities in preventing social isolation. Those attending also enjoy a raffle and games of bingo and enjoy meeting new friends.

Volunteer Led Activities

These include local health walks, flower arranging group and sewing group, and all continue to be led by volunteers.

Other Activities

The playgroup was a new activity added this year. This is very popular for mums and dads and carers of young children. It not only supports babies and children early development including their activity levels but also supports the parents and carers in getting out and meeting new people.



Christmas Event

This took place in November 2021. Our local communities came together to welcome Santa and Mrs Claus and was a big success.

Fun Day

This took place in August 2022 and was once again a huge success. The Fun Day also brings together our local communities. Our events allow us to engage with our communities in a different way, where we can also share details of all our other activities and services. All of our events allow us to support local community groups, for example providing stalls free of charge and supporting their engagement with our local communities.



Funders during the last 12 months

- Community Led Local Development Fund (PEAT) in partnership with Rycroft Leisure came to an end in February 2022. This funded the provision of adult education courses and training and supported the provision of the centres job club
- Neighbourhood Improvement Fund Wakefield Council funding supported the delivery of events
- NOVA funding supported staff salaries and enabled the purchase of a van to support the food bank, and essential items for the canteen
- Wakefield Council holds various funding pots. It provided match funding to the cost of the van and canteen items as above. Funding was also provided for the Project to be a hub within the community supporting Wakefield Council activities.
- WDHCS provided funds for the delivery of education and training
- Coalfield Regeneration Trust supported the food bank
- Havercroft with Cold Hiendley Parish Council funded a part salary to enable the delivery of services

Partnerships

- St James Church Ryhill
- St Peters Church Felkirk
- Ryhill Junior Infant and Nursery School
- Newstead Green Academy
- Rycroft Primary Care Centre
- Wakefield Street Kitchen
- Live Well Wakefield
- NOVA
- Rycroft Leisure
- Wakefield Council
- Citizens Advice Bureau

Impact of Grant funding and Partnership working

HRCLP could not operate without the granting of funding via approved application processes from various organisations or without the successful partnership working that has been established and developed. All of the work that is achieved originates from the Trustees and staff (both paid and voluntary) drive to make 'it' happen. From original ideas, working in partnership, seeking funding, delivering to our local community based on community need and continuous monitoring all come from a dedicated staff team. The monitoring of all grants, including case studies, illustrate the success and real difference the work of the Project achieves.

Social Media

The Project continues to use facebook for advertising services and facilities on social media.

Policies

HRCLP have developed a range of policies, all coming to the Board of Trustees as appropriate for review. These include Safeguarding Children, Safeguarding Vulnerable Adults, Health and Safety, Equality and Diversity, Data Protection, Use of IT, Conflict of Interest and a range of staff employment policies

Future Developments

HRCLP acknowledge that any future developments are dependent upon successful funding applications. Funding opportunities, to meet the needs of our local communities, are continually being sought and pursued as appropriate to the charity's constitution.

Havercroft and Ryhill Community Learning Project Board of Trustees

**Havercroft and Ryhill
Community Learning Project**

Annual Accounts 31 August 2022

**Registered Charity 1151384
A Charitable Incorporated Organisation**

**Havercroft and Ryhill
Community Learning Project**

Annual Accounts 31 August 2022

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Independent Examiner	Mr M Neill 20 Parkway Crofton Wakefield WF4 1SX
Bankers	Barclays Bank Plc Bank Street Hemsworth Pontefract WF9 4JX

Havercroft and Ryhill Community Learning Project

Independent Examiners Report to the Trustees

I report on the accounts of the Trust for the year ended 31 August 2022 which are set out on the following pages

Respective responsibilities of Trustees and Examiner

As the charity's trustees you are responsible for the preparation of the accounts. They consider that an audit is not required for this year under Section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:-

- * Examine the accounts under Section 144 of the Charities Act
- * To follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145 (5) of the Charities Act); and
- * To state whether particular matters have come to my attention

Basis of Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Society 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 trustees 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 give a "true and fair" view and the report is limited to those matters 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 records in accordance with Section 130 of the Charities Act; and
 - * 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.

My independent summary of accounts is included



MK Neill MILCM
20 Parkway, Crofton, Wakefield, WF4 1SX

Dated 22nd April 2023

MMALCOLM K NEILL MILCM
20 Parkway
Crofton
Wakefield
WF4 1SX

Tel: 01924-863573

HAVERCROFT AND RYHILL COMMUNITY

LEARNING PROJECT

SUMMARY OF ACCOUNTS 2021– 2022

Bank Statement	£51,416.10	Current Account	£51,636.59
		Less o/s cheques	£220.49
			<u>£51,416.10</u>

Outstanding cheque

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26.8.2022	103271	V Ward	£33.60
26.8.2022	103272	H Roy	£100.00
			<u>£220.49</u>

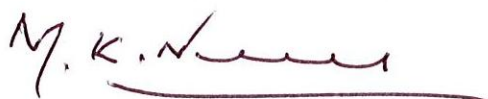
I can confirm that I have carried out tests and checks on the 2021-2022 accounts of the Havercroft and Ryhill Community Learning Project and were found to be satisfactory, with a balance of £51,416.10

The Business Account 90467383 has a balance of £8,639.05

The Canteen and Luncheon Club Cash Fund £707.47

Petty Cash £215.69

The Community Learning Project has a total balance of £60,978.31



**Malcolm K Neill MILCM
22 April 2023**

Havercroft & Ryhill Community Learning Project

Total Receipts & Payments Account for the year ended 31/8/22

	Unrestricted	Restricted	Total
Receipts			
Reimbursements	-	58.50	58.50
Grants	4,800.00	91,695.96	96,495.96
Refunds	263.61	-	263.61
Foodbank Donations	105.00	409.00	514.00
Luncheon Club receipts	-	5,461.00	5,461.00
Payments for cleaning	-	3,400.74	3,400.74
Room Hire	280.00	-	280.00
Sale of textiles	124.50	-	124.50
Interest	-	1.31	1.31
Canteen receipts	-	540.00	540.00
Counter Receipts	175.50	34.00	209.50
Adjustment	36.54	-	36.54
Events Receipts	180.00	-	180.00
Receipt - spare 14	-	-	-
Receipt - spare 15	-	-	-
Total receipts	5,965.15	101,600.51	107,565.66
Payments			
Advertising and publicity	100.00	-	100.00
Foodbank	795.93	2,653.70	3,449.63
Canteen	113.16	5,957.50	6,070.66
Luncheon Club costs	-	1,469.11	1,469.11
Utilities	11,392.30	-	11,392.30
IT and broadband	700.18	-	700.18
Telephone	1,600.46	-	1,600.46
Accounting costs	562.80	-	562.80
Salaries	-	64,851.43	64,851.43
Pensions	2,561.14	-	2,561.14
HMRC	3,054.28	2,991.42	6,045.70
Bank Charges	76.41	-	76.41
Playgroup	65.86	865.62	931.48
Examinations	19.23	1,478.60	1,497.83
Student costs	13.23	-	13.23
Gardens and outside areas	520.00	-	520.00
Waste disposal	843.44	-	843.44
Other	3,470.07	4,333.00	7,803.07
Staff and volunteer costs	1,988.12	-	1,988.12
Centre running expenses	5,060.82	-	5,060.82
Events	521.73	309.60	831.33
Charitable Giving	17.00	-	17.00
Cleaning and Hygiene	409.24	-	409.24

Kids' Klub running costs	-	181.84	181.84
Staff and volunteer expenses	506.64	-	506.64
Total payments	34,392.04	85,091.82	119,483.86
Net receipts / (payments)	(28,426.89)	16,508.69	(11,918.20)
Transfer	-	(1,880.00)	(1,880.00)
Balance brought forward	31,981.70	42,794.81	74,776.51
Balance carried forward	3,554.81	57,423.50	60,978.31

Made up of:

Current account	51,416.10
Savings account	8,639.05
Canteen and Luncheon Club Cash Fund	707.47
Not needed	-
Petty Cash	215.69
	60,978.31

Approval of the accounts

The financial statements were approved at a meeting of the Board of Trustees and signed on its behalf by:

Signed: A. Manfield

Name Albert Manfield (Board of Trustees Representative)

Date: 15th May 2023

The Board of Trustees

The Board of Trustees meet quarterly with the addition of sub committees as and when required.

In setting our objectives and planning our activities the Board of Trustees have given serious consideration to the Charity Commission's general guidance on public benefit in particular continuing to meet the needs of the local communities it serves, including the increase in demand of health and wellbeing services

Trustees Annual Report

This is provided in a separate document which provides detail on the work of Havercroft and Ryhill Community Learning Project

In addition:

Grants

Grants are accounted for on the accruals basis related to the period covered by the grant. All other income is accounted for on a cash receipts basis

Grants income

Unrestricted £4800

Restricted £91,695.96

Total £96,495.96

Depreciation

Not applicable as Havercroft and Ryhill Community Learning Project do not own any significant assets

Value added Tax

This is not recoverable by Havercroft and Ryhill Community Learning Project

Serious Incidents

No serious incidents occurred during the financial year September 2021 to August 2022

Fundraising

No fundraising occurred during the financial year September 2021 to August 2022

Grant making

Grant making was not the main way Havercroft and Ryhill Community Learning Project carried out its purpose

Income from Government Contracts

Havercroft and Ryhill Community Learning Project had one contract with the local authority

The value of this contract was £9,079.39

Income from Government Grants

Havercroft and Ryhill Community Learning Project received 5 grants from the local authority

The total value of these grants was £21,526.64

Income from outside of the UK

No income was generated from outside of the UK

Operating and spending outside the UK

Havercroft and Ryhill Community Learning Project did not operate outside of the UK

Subsidiaries

Havercroft and Ryhill Community Learning Project did not have any subsidiaries

Trustee Payments

Trustees did not receive any remuneration, payments or benefits including refunds or legitimate Trustee expenses

Employees

No employee received over £60,000

Pensions

Havercroft and Ryhill Community Learning Project operate a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Volunteers

Havercroft and Ryhill Community Learning Project had 10 volunteers excluding the Trustees for the financial period

Financial Controls

The Board of Trustees reviewed the internal financial controls during the financial period

Safeguarding

The appropriate DBS check is in place for all Trustees, employees and volunteers

Account type

Havercroft and Ryhill Community Learning Project prepare receipts and payments accounts

Assets

Havercroft and Ryhill Community Learning Project hold an asset register. It does not own any significant assets

Liabilities

Havercroft and Ryhill Community Learning Project do not hold any liabilities or any funding on behalf of others

Funds

Endowment Funds Havercroft and Ryhill Community Learning Project do not hold any endowment funds

Year end

Restricted Funds	£57,423.50
Unrestricted Funds	£3554.81
Total Funds	£60,978.31

Lease

Havercroft and Ryhill Community Learning Project lease the building from Havercroft with Cold Hiendley Parish Council

Reserves Policy

The Board of Trustees are endeavouring to provide a level of unrestricted funds which equate to six months running costs

Risk Statement

The Board of Trustees have an ongoing review of the major risks to which Havercroft and Ryhill Community Learning Project is exposed. Systems are being established and refined to mitigate those risks

Related Party Transactions

There are no related party transactions within the accounts involving 'related parties'

Financial Viability

The Board of Trustees are satisfied that there are no material uncertainties about the charity's ability to continue

**Havercroft and Ryhill
Community Learning Project**

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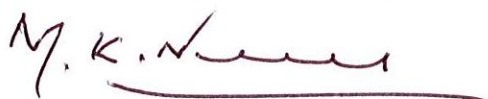
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Signed: A. Manfield

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Financial Controls

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Financial Viability

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