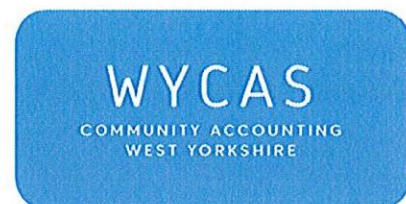


Havercroft & Ryhill Community Learning Project

Charity number 1151384

Annual Report and Financial Statements for the year ended 31 August 2023



Havercroft & Ryhill Community Learning Project

Annual Report and Financial Statements for the year ended 31 August 2023

Contents	Page
Trustees' report	2 to 8
Examiner's report	9
Receipts and payments account	10
Statement of assets and liabilities	11
Notes to the accounts	12 to 14

Prepared by West Yorkshire Community Accountancy Service CIO

Havercroft & Ryhill Community Learning Project

Trustees' report for the year ended 31 August 2023

Reference and administrative details of the charity, its trustees and advisors

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

Name	Position	Dates
Albert Manifold	Chair	
Stanley Bates		
Sarah Rowland		
Ward Richards		
Fr Paul Cartwright		Appointed 11 April 2024
Charity number	1151384	Registered in England and Wales
Registered and principal address	Bankers	
Mulberry Place	Barclays Bank	
Ryhill	Community Centre	
Wakefield	Bullenshaw Road	
WF4 2BD	Hemsworth	
	Pontefract	
	WF9 4NE	

Independent examiner

Alan Dodd FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) foundation formed on 26 March 2013 and is governed by a constitution.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Havercroft & Ryhill Community Learning Project

Trustees' report (continued) for the year ended 31 August 2023

Objectives and activities

The charity's objects

To further or benefit the residents of Wakefield and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

The charity's main activities

Specifically, Havercroft and Ryhill Community Learning Project will:

- Provide a Community Hub to identify, establish and develop appropriate support to residents
- Provide and continually develop a luncheon club to people over 50 helping to prevent social isolation
- Provide facilities for a community library to encourage reading and research, improving literacy levels of families
- Provide a work club and other relevant activities to support residents in various initiatives to gain or change employment. Provide courses and training where resources allow
- Provide a community café to provide affordable, low cost items and encourage social participation
- Provide on a room rental basis, meeting and conference room facilities.
- Work in partnership with Havercroft and Ryhill Sports and Youth Centre around youth provision and education
- Support provision of seasonal activities
- Create, establish, develop and support free volunteer led sessions
- Develop the established links with local schools to provide appropriate support to families
- Develop health initiatives as community consultation dictates (Autism awareness, Stroke Support, Weight Loss etc.) as identified from the social prescribing service including establish and develop working with local GPs to meet community needs
- Provide a food bank and community cabin as part of an umbrella of support to address local community and individual needs in a way that forges good relationships but does not foster reliance
- Continue to develop Holiday Hunger initiatives that support families during school holidays for example providing free lunch
- Continue to create, establish and develop such groups that are to the benefit of residents. For example the Carers group

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the relief of poverty and the advancement of community development.

Havercroft & Ryhill Community Learning Project

Trustees' report (continued) for the year ended 31 August 2023

Achievements and performance

Food Bank

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

The food bank was also supported by a generous private donation this year.

HRCLP are currently exploring making the transition to a food pantry.

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 Project is interlinked with all the facilities, activities and services that are delivered. It is central to the work of the Project. The Project has established further working relationships with other organisations to allow this work to develop further to the benefit of our local communities. The Assistant Manager has also undertaken her Level 3 Social Prescribing course this year and is due to complete this in the Autumn 2023. This is further enhancing the work undertaken.

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 to our local communities based on individual need. Employment support, creating CVs, online applications and interview skills are also supported.

Community Library

The community library is open throughout the week alongside Reception. We continue to receive donations of books. The community library has been supported by Ryhill Junior Infant and Nursery School this year, where the children introduced a system of book reviews and made bookmarks. This was part of the schools skills builder project. The school also produced a display which involved all the children in the school. All of this work has raised the profile of the community library with some of the youngest members of our local community.

Luncheon Club

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. The community garden has also supported the luncheon club this year where food grown in the garden has been harvested and prepared, cooked and served in the luncheon club

Havercroft & Ryhill Community Learning Project

Trustees' report (continued) for the year ended 31 August 2023

Achievements and performance (continued)

Other Activities

The playgroup continues and is very popular for mums and dads and carers of pre school 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. The playgroup have also taken part in the Projects other initiatives including the parents and carers being invited to help harvest some food grown in the garden and the group attending our outdoor cooking sessions where staff used their Lets Get Cooking training to deliver such sessions

Citizens Advice Bureau (CAB)

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

Supporting Healthwatch Wakefield Engagement

Healthwatch continue to consult our local communities on health and care concerns and issues.

Police Contact Point

A police contact point has been reintroduced this year. PACT (Police and Communities Together meetings are also continuing in the centre providing a time and place for the local community to raise any concerns.

Realise Training

We have supported free training for our local communities this year via Realise Training. Pictured here delivering a very successful hair course. A maths course was also delivered.

Community garden development

The community garden has been developed this year from funds allocated by public health. It has been a great year and also one where lots of learning has taken place. Staff, volunteers and centre users have been involved at the different stages of planning the garden, planting, growing, harvesting, preparing food for consumption in different groups, providing food for the food bank and the community cabin. This experience will inform planning for next year. The garden has been a great asset in encouraging our local communities to access green spaces and has been good for promoting positive mental health.

Hepworth Gallery

The Hepworth Gallery has attended the Centre this year to deliver activities to our playgroup. The activities encouraged the children to explore the environment and also raised the profile of the work that the Hepworth Gallery does which is aimed at children exploring the culture around them.

Volunteering

We currently have a number of volunteers supporting activities within the centre. This includes leading of groups (flower arranging, sewing and walking groups), library support, your space support which allows members of the local communities to take time out through a range of activities whilst providing free refreshments, playgroup support, food bank and community cabin support, DAB & GAB support (which is a group of people who have additional needs and their carers) and garden support.

We celebrated National Volunteer Week by holding a celebratory session where we had tea and cake and presented certificates as a Thank you for the time and dedication that our volunteers give to the centre.

Mini Lunch Club

This new group has supported families throughout the school holiday periods.

Havercroft & Ryhill Community Learning Project

Trustees' report (continued) for the year ended 31 August 2023

Achievements and performance (continued)

Kids Kitchen

This is a holiday hunger project delivered by local elected members that the project hosts.

Summer Fun Day

Summer Fun Day This took place in August 2023 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.

Christmas Get Together

This took place in December 2022. Our local communities came together to welcome Santa and Mrs Claus and was a big success.

King Coronation Event has taken place (May 2023)

This was another successful event delivered to our local communities. The local communities came together to celebrate the Kings Coronation. Everyone enjoyed a free picnic, facepainting and fabulous entertainment.

Activities with Wakefield Council Health Improvement Team

This team have supported the centre throughout the year from delivered Halloween events to loaning children's toys, bicycles and games to the centre over the school holiday periods.

Centre Leaflet

The new leaflet was distributed within the year. This included throughout the local communities and via social media.

Computer Room

The computer room has been repurposed to provide a welcoming and comfortable meeting space as well as a space for IT based activities with new computers being installed using capital grant funding. At the time of writing this Project is ongoing.

Buggy Shelter

This has been included in the capital grants project above and planned for installation from August 2023.

Gazebo and seating area

Also included in the above funding, the gazebo is on hold due to needing further ground works that would come at an additional cost.

Prosper and Cash for kids

All of the funding that the project receives is very valuable in enabling the facilities, activities and services to be delivered to our local communities. It is however important to specifically mention these two funds, Prosper and Cash for Kids, that have enabled the Project to provide direct support in a timely manner to residents struggling with the cost of living crisis. Good recording mechanisms were put in place to demonstrate good practice in the provision of this funding to those in need.

Community Hub and Community Anchor Network (CAN) status

As part of the centres status as a community anchor and designated hub we continue to attend the networking meetings. We are also part of the CAN advisory board.

Havercroft & Ryhill Community Learning Project

Trustees' report (continued) for the year ended 31 August 2023

Achievements and performance (continued)

Community Engagement and Development and partnership working

- St James Church Ryhill
- St Peters Church Felkirk
- St Pauls Chapel Ryhill
- Newstead Green Academy, Havercroft
- Rycroft Primary Care Centre
- Wakefield Street Kitchen
- Live Well Wakefield
- NOVA
- Rycroft Leisure
- Wakefield Council health Improvement Team
- Citizens Advice Bureau
- Wakefield District Housing
- Healthwatch
- Health Inequalities partners

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.

Groups and Activities during 2022 to 2023

- Job Club
- Community Library
- Community Food Bank and Community Cabin
- Citizens Advice Bureau
- Health and Well being support including via social prescribing
- Information, advice and guidance
- Luncheon Club
- Sewing group
- Flower arranging
- Playtime
- Step Up
- Warm Space (continuing as 'Your space')
- Mini Luncheon Club (school holidays)
- DAB and GAB
- NHS vaccination clinic (grab a jab)
- WDH consultation
- Individual project work with specific organisations (for example local schools)

Havercroft & Ryhill Community Learning Project

Trustees' report (continued) for the year ended 31 August 2023

Achievements and performance (continued)

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.

Financial review

The net receipts for the year were £5,270, including net receipts of £12,981 on unrestricted funds and net payments of £7,711 on restricted funds after transfers.

Reserves policy

The charity's free reserves, at the year end were £16,535.

The trustees are endeavouring to provide a level of unrestricted funds which equate to six months' running costs, which are estimated to be approximately £65,000 for six months based on current core activities..

Approved by the board of trustees on 13/5/2024

Albert Manifold (Trustee)

Havercroft & Ryhill Community Learning Project

Independent examiner's report to the trustees of Havercroft & Ryhill Community Learning Project

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 August 2023, which are set out on pages 10 to 14.

Responsibilities and basis of report

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

I report in respect of my examination of the CIO's accounts as carried out under section 145 of 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 Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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.

Alan Dodd FCCA

13/5/2024

West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds
LS10 2QW

Havercroft & Ryhill Community Learning Project
Receipts and payments account
for the year ended 31 August 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Receipts					
Grants and donations	(2)	22,437	111,512	133,949	97,010
Luncheon Club		5,082	-	5,082	3,581
Cleaning		617	-	617	3,401
Canteen		636	-	636	540
Events		1,377	-	1,377	180
Other income		3,999	10	4,009	693
Room hire		2,295	-	2,295	280
Bingo		1,305	-	1,305	-
Bank interest		37	-	37	1
Total receipts		37,785	111,522	149,307	105,686
Payments					
Salaries NI and pensions		17,410	54,770	72,180	73,458
Foodbank		41	12,948	12,989	3,450
Canteen		255	597	852	6,071
Luncheon Club		1,846	1,721	3,567	1,469
Staff and volunteer costs		11	3,774	3,785	2,495
Centre running expenses		5,917	1,267	7,184	5,061
Utilities		2,017	7,618	9,635	11,392
IT and broadband		550	181	731	700
Telephone		1,364	205	1,569	1,600
Accountancy		413	-	413	563
Advertising and publicity		-	400	400	100
Playgroup		2	492	494	931
Examinations		-	-	-	1,498
Student costs		-	-	-	13
Gardens and outside areas		44	13,325	13,369	520
Waste disposal		-	-	-	843
Events		869	2,623	3,492	831
Cleaning and hygiene		409	-	409	409
Charitable giving		61	-	61	17
Kid's Club running costs		-	2,000	2,000	182
Bank charges		59	11	70	76
Other costs		2,137	5,485	7,622	7,803
Warm space		38	3,177	3,215	-
Total payments		33,443	110,594	144,037	119,484
Net receipts / (payments)		4,342	928	5,270	(13,798)
Transfers between funds		8,639	(8,639)	-	-
Net movement in funds		12,981	(7,711)	5,270	(13,798)
Fund balances brought forward		3,554	57,424	60,978	74,777
Fund balances carried forward	(3)	16,535	49,713	66,248	60,978

Havercroft & Ryhill Community Learning Project

Statement of assets and liabilities

as at 31 August 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	15,042	49,713	64,755	60,055
Cash in hand	1,493	-	1,493	923
Total cash funds	<u>16,535</u>	<u>49,713</u>	<u>66,248</u>	<u>60,978</u>

Assets retained for the charity's own use

Van
 Desktop computers (12)
 Laptops (3)
 Office, board room and classroom furniture
 Canteen furniture
 Photocopier
 Shredder
 CCTV system
 Defibrillator
 Fridge Freezer, Fridge, Cooker, Coffee machine
 Microwave and Air Fryer
 Buggy Shelter

Liabilities

	2023
	£
Accruals	<u>726</u>
	<u>726</u>

The financial statements were approved by the board of trustees on 13/5/2024

Albert Manifold (Trustee)

Havercroft & Ryhill Community Learning Project

Notes to the accounts

for the year ended 31 August 2023

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

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

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

Havercroft & Ryhill Community Learning Project

Notes to the accounts continued

for the year ended 31 August 2023

2 Grants and donations	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Active and Inspired	-	7,500	7,500	5,884
Asda Community Foundation	-	400	400	-
Coalfield Regeneration Trust	-	5,000	5,000	4,500
Havercroft with Cold Hiendley PC	-	26,074	26,074	13,532
J & H Hausing	-	2,400	2,400	-
Nova	3,467	27,658	31,125	32,325
Prosper	-	5,500	5,500	-
Wakefield District Housing	-	1,750	1,750	-
WMDC	18,708	25,203	43,911	21,527
PEAT project	-	-	-	9,079
Connecting Communities	-	-	-	9,469
Other donations	262	10,027	10,289	694
	<u>22,437</u>	<u>111,512</u>	<u>133,949</u>	<u>97,010</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Contingency fund	8,639	-	-	(8,639)	-
Nova	21,585	1,275	21,438	-	1,422
WMDC/Nova Warm Space	-	8,708	8,708	-	-
WMDC	4,779	17,464	8,650	-	13,593
Active and Inspired	5,010	7,500	9,271	-	3,239
Connecting Communities	3,660	-	3,660	-	-
Havercroft with CH PC	7,333	26,074	14,439	-	18,968
Coalfield Regeneration Trust	2,951	5,000	4,536	-	3,415
Prosper	-	5,500	5,360	-	140
Accessing Green Spaces	-	9,994	5,954	-	4,040
Food bank	308	437	643	-	102
Live Well	-	7,681	7,681	-	-
PEAT project	653	-	653	-	-
Luncheon club & canteen	1,923	-	1,923	-	-
Prosper (WDHCS)	583	-	583	-	-
Food bank - private donation	-	10,000	6,495	-	3,505
Wakefield District Housing	-	1,750	1,661	-	89
J&H Hausing	-	2,400	2,400	-	-
WMDC Food Support	-	3,219	2,019	-	1,200
Public Health WMDC	-	4,520	4,520	-	-
	<u>57,424</u>	<u>111,522</u>	<u>110,594</u>	<u>(8,639)</u>	<u>49,713</u>

Havercroft & Ryhill Community Learning Project

Notes to the accounts continued

for the year ended 31 August 2023

3a Restricted funds (continued)

Fund name	Purpose of restriction
Contingency fund	Transferred to unrestricted reserves - incorrectly classified
Nova	Staff and centre support costs, and to support the Me and Menopause programme
WMDC/Nova Warm Space	Salary support for the centre.
WMDC	Capital grants programme, including new computers, server, buggy shelter, gazebo and tables
Active and Inspired	Supporting centre activity and project linked to health, fitness and being active.
Connecting Communities	Centre support costs
Havercroft with CH PC	Salary support.
Coalfield Regeneration Trust	Food bank and utilities.
Prosper	Direct resident financial support and salary support.
Accessing Green Spaces	Supporting positive mental health by accessing green spaces.
Food bank	Food bank, including funding from Asda Community Foundation.
Live Well	Social prescribing course and community engagement.
PEAT project	Community-led local development fund in partnership with Rycroft Leisure, which funded the provision of adult education courses and training, and supported the provision of the centre's job club.
Luncheon club & canteen	Luncheon club activities previously categorised as restricted
Prosper (WDHCS)	Training and delivery costs
Food bank - private donation	Individual private donation for the food bank
Wakefield District Housing	Food, toiletries and utilities support for the food bank.
J&H Hausing	Food bank.
WMDC Food Support	Food bank.
Public Health WMDC	Garden development.

4 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.