



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1/1/2023** To **31/12/2023**

Charity name: **Citizens House**

Charity registration number: **1153267**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To promote the benefit of the inhabitants of Consett and surrounding district without distinction of sex or of political, religious or other opinions by associating with the local authorities, voluntary organisations and the inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.</p> <p>To establish or secure the establishment of a Community Centre and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.</p> <p>To promote such other charitable purposes as may from time to time be determined.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Citizens House provides a building and facilities for people from the local community to use as well as acting as an umbrella or resource body for small charitable groups.</p> <p>We host activities for children and young people, elderly people, those with disabilities and mental health issues, those with alcohol addiction and their families as well as social groups and information events for members of the general public. We also work with other charities and voluntary bodies to help them deliver their services to their clients.</p> <p>We host exercise classes to promote health for older people (gentle exercise classes and yoga)</p>

		<p>as well as for young people, children and toddlers.</p> <p>We advance the arts by providing a home for regular rehearsals by theatre groups, children's dance classes and photographic society.</p> <p>We help those who are disadvantaged by reason of age, ill-health or disability by providing groups which can support them, i.e. support groups for those with alcohol problems and their families, support group for those with dementia and their carers.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The charity trustees have complied with their duty to have regard to the guidance on public benefit published by the Commission in exercising their powers or duties in Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008. The trustees have reviewed the guidance at their trustee meetings when planning the activities for the year and in considering the various groups who wish to use our facilities.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
--	----------------	--

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>2023 has seen the Charity increase revenue significantly by rent increases, recruitment of new users, groups and additional activities, including Business users.</p> <p>We have however continued to suffer significant cost increases for electricity which remain a significant drain on our finances. We have supported room rental income with other fundraising activities.</p> <p>We have achieved a modest surplus on the years activities, despite further heating cost increases and additional staffing costs.</p>
---	-----------	--

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity has remained on a secure and improved financial footing throughout the year, despite the impact of electricity price increases.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity maintains healthy reserves for its size and scale of activities. The majority of funds are reserved for building repairs and maintenance.
Amount of reserves held	Para 1.22	The Charity has a total balance of £96,317 at the year end
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The majority of our funding comes from room rental with some fundraising and donations. Grants are obtained where available and appropriate.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution adopted 9 th May 2013
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are appointed/reappointed annually at the Annual General Meeting held in accordance with the constitution.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Citizens House
Other name the charity uses	None
Registered charity number	1153267
Charity's principal address	Citizens House, Station Road, Consett, DH8 5RL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	George Gibbon	Chair		
2	Dr Philip Michael Coleman	Treasurer	App 06/02/2024	
3	Anne Richardson		App 13/06/2023	
4	Katherine Eagle		App 04/04/2023	
5	Mike Allum		App 04/04/2023	
6	David Natrass			
7	Brian Sidney Clarke			
8	Lisa Edwards	Vice Chair		
9	Richard Lewins			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountants	Laverick Walton & Co	B3 Kingfisher House, TVTE, NE11 0JQ

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--


Other optional information

--

Declarations

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	George Henry Gibbon	
Position (eg Secretary, Chair, etc)	Chair	
Date	3/9/2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
CITIZENS HOUSE

On accounts for the year
ended

31 DECEMBER 2023

Charity no
(if any)

1153267

Set out on pages

3-4

no number to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2023**.

Responsibilities and
basis of report

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

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

** Please delete the words in the brackets if they do not apply.*

Signed:

J. Mills

Date:

3/9/24

Name:

JONATHAN MILLS

Relevant professional
qualification(s) or body
(if any):

FCCA

Address: B3 KINGFISHER HOUSE, TEAM VALLEY, GATESHEAD,
TYNE & WEAR, NE11 0JQ

Section B

Disclosure

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


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

NOTHING TO REPORT

Citizens House Management Committee - Balance Sheet as at 31st December 2023

	31/12/2023	31/12/2022
Current Assets		
Debtors & Prepayments	£4,576.99	£452.57
Cash at Bank Current Account	£7,601.42	£9,116.92
Cash at Bank Deposit Account	£84,706.45	£80,991.09
Cash in Hand	£0.00	£0.00
	<u>£96,884.86</u>	<u>£90,560.58</u>
Less: Current Liabilities		
Creditors and Accruals	£567.86	£476.89
	<u>£96,317.00</u>	<u>£90,083.69</u>
Funded by		
Restricted Reserves		
DCC grant for contingencies	£0.00	£0.00
Foundation Grant - Forget Me Nots	£0.00	£0.00
Neighbourhood Fund	£0.00	£0.00
Lottery Grant Building Capabilities Fund	£0.00	£0.00
Building and Maintenance Fund	£4,015.45	£9,244.32
Lottery Grant Main Fund	£0.00	£0.00
Lottery Grant Fixtures & Fittings	£0.00	£0.00
Lottery Grant Professional Fees	£0.00	£0.00
Lottery Grant Development Officer	£0.00	£0.00
General Reserves	£92,301.55	£80,839.37
	<u>£96,317.00</u>	<u>£90,083.69</u>
	£0.00	£0.00

Reserves Movement	Balance Bfwd	Income	Expenditure	Balance Cfwd
DCC grant for contingencies	£0.00			£0.00
Lottery Grant Building Capabilities Fund	£0.00			£0.00
Building and Maintenance Fund	£9,244.32		£5,228.87	£4,015.45
Lottery Grant Fixtures & Fittings	£0.00			£0.00
Lottery Grant Professional Fees	£0.00			£0.00
Lottery Grant Building Construction	£0.00			£0.00
Lottery Grant Development Officer	£0.00			£0.00
Lottery Grant Main Fund	£0.00			£0.00
General Reserves	£80,839.37	£52,861.30	£41,399.12	£92,301.55
	<u>£90,083.69</u>	<u>£52,861.30</u>	<u>£46,627.99</u>	<u>£96,317.00</u>


3/9/2024

Citizens House Management Committee - Income and Expenditure Account for 2023

Income	
Dec-21	
£31,954.42	Rents and Room hires
£0.00	Lottery Fund
£0.00	Oasis Tearoom
£2,500.00	DCC Grant
£0.00	DCC grant for contingencies
£0.00	Barclays Grants
£500.00	Arnold Clark Grant
£0.00	Sundry
£100.00	Donations
£0.00	Deposit account interest
£0.00	Covid-19 grants
£0.00	Covid-19 JRS
£41,48	Interest

£35,095.90
£35,095.90

Balances B/Fwd - 2022
Debtors & Prepayments
Current Account
Deposit Account
Cash
Creditors & Accruals

Chair

[illegible]

Expenditure		Total Dec 23
Dec-21		
1060.00	Cleaning services + Sanitact service	£311.98
0.00	Cleaning materials	£259.23
678.08	Insurance premium	£719.98
0.00	Electricity & Gas disconnection charges	£0.00
101.89	Postage & Stationery	£0.00
0.00	Room Hire	£143.00
537.56	Photocopier	£268.78
575.65	Phone & Broadband	£1,053.51
2753.50	Advertising	£370.00
0.00	Bank Charges	£0.00
667.55	Water rates	£823.42
9840.33	Electricity	£21,313.84
360.00	Statutory checks	£360.00
73.24	Health & Safety	£591.60
388.39	IT	£1,301.59
222.00	Event Costs	£114.88
8932.34	Wages	£11,542.92
0.00	Employers NI	£0.00
0.00	Pension	£32.89
1745.44	Sundries	£25.65
1637.33	Stock	£810.34
11056.80	Fixtures & fittings	£0.00
162.00	Training course	£0.00
413.08	PPL/PRS licence	£168.18
198.95	Membership/Subscriptions	£106.00
0.00	Bank Transfer	£0.00
5014.82	Building work/repairs	£5,228.87
£483.08	Durham County Council - Trade Waste	£260.41
£894.00	Accountancy	£938.00
£47,796.03		£46,627.99
£47,796.03		£46,627.99
(£12,700.13)		£6,233.31
	Income Exceeds Expenditure	£6,233.31

Balances C/Fwd - 2023	
Debtors & Prepayments	£4,576.99
Current Account	£7,601.42
Deposit Account	£84,706.45
Cash Dec	£0.00
Creditors & Accruals	(£567.86)
	<u>£96,317.00</u>
2022 Balance B/Fwd	£90,083.69

Page 4

3/9/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
CITIZENS HOUSE

On accounts for the year
ended

31 DECEMBER 2023

Charity no
(if any)

1153267

Set out on pages

3-4

no number to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2023**.

Responsibilities and
basis of report

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

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

** Please delete the words in the brackets if they do not apply.*

Signed:

J. Mills

Date:

3/9/24

Name:

JONATHAN MILLS

Relevant professional
qualification(s) or body
(if any):

FCCA

Address: B3 KINGFISHER HOUSE, TEAM VALLEY, GATESHEAD,
TYNE & WEAR, NE11 0JQ

Section B

Disclosure

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


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

NOTHING TO REPORT

Citizens House Management Committee - Balance Sheet as at 31st December 2023

	31/12/2023	31/12/2022
Current Assets		
Debtors & Prepayments	£4,576.99	£452.57
Cash at Bank Current Account	£7,601.42	£9,116.92
Cash at Bank Deposit Account	£84,706.45	£80,991.09
Cash in Hand	£0.00	£0.00
	<u>£96,884.86</u>	<u>£90,560.58</u>
Less: Current Liabilities		
Creditors and Accruals	£567.86	£476.89
	<u>£96,317.00</u>	<u>£90,083.69</u>
Funded by		
Restricted Reserves		
DCC grant for contingencies	£0.00	£0.00
Foundation Grant - Forget Me Nots	£0.00	£0.00
Neighbourhood Fund	£0.00	£0.00
Lottery Grant Building Capabilities Fund	£0.00	£0.00
Building and Maintenance Fund	£4,015.45	£9,244.32
Lottery Grant Main Fund	£0.00	£0.00
Lottery Grant Fixtures & Fittings	£0.00	£0.00
Lottery Grant Professional Fees	£0.00	£0.00
Lottery Grant Development Officer	£0.00	£0.00
General Reserves	£92,301.55	£80,839.37
	<u>£96,317.00</u>	<u>£90,083.69</u>
	£0.00	£0.00

Reserves Movement	Balance Bfwd	Income	Expenditure	Balance Cfwd
DCC grant for contingencies	£0.00			£0.00
Lottery Grant Building Capabilities Fund	£0.00			£0.00
Building and Maintenance Fund	£9,244.32		£5,228.87	£4,015.45
Lottery Grant Fixtures & Fittings	£0.00			£0.00
Lottery Grant Professional Fees	£0.00			£0.00
Lottery Grant Building Construction	£0.00			£0.00
Lottery Grant Development Officer	£0.00			£0.00
Lottery Grant Main Fund	£0.00			£0.00
General Reserves	£80,839.37	£52,861.30	£41,399.12	£92,301.55
	<u>£90,083.69</u>	<u>£52,861.30</u>	<u>£46,627.99</u>	<u>£96,317.00</u>


3/9/2024

Citizens House Management Committee - Income and Expenditure Account for 2023

Income	
Dec-21	
Rents and Room hires	£31,954.42
Lottery Fund	£0.00
Oasis Tearoom	£0.00
DCC Grant	£2,500.00
DCC grant for contingencies	£0.00
Barclays Grants	£0.00
Arnold Clark Grant	£500.00
Sundry	£0.00
Donations	£100.00
Deposit account interest	£0.00
Covid-19 grants	£0.00
Covid-19 JRS	£0.00
Interest	£41.48

£35,095.90
£35,095.90

Balances B/Fwd - 2022
Debtors & Prepayments
Current Account
Deposit Account
Cash
Creditors & Accruals

Chair

[illegible]

Expenditure		Total Dec 23
Dec-21		
1060.00	Cleaning services + Sanitact service	£311.98
0.00	Cleaning materials	£259.23
678.08	Insurance premium	£719.98
0.00	Electricity & Gas disconnection charges	£0.00
101.89	Postage & Stationery	£0.00
0.00	Room Hire	£143.00
537.56	Photocopier	£268.78
575.65	Phone & Broadband	£1,053.51
2753.50	Advertising	£370.00
0.00	Bank Charges	£0.00
667.55	Water rates	£823.42
9840.33	Electricity	£21,313.84
360.00	Statutory checks	£360.00
73.24	Health & Safety	£591.60
388.39	IT	£1,301.59
222.00	Event Costs	£114.88
8932.34	Wages	£11,542.92
0.00	Employers NI	£0.00
0.00	Pension	£32.89
1745.44	Sundries	£25.65
1637.33	Stock	£810.34
11056.80	Fixtures & fittings	£0.00
162.00	Training course	£0.00
413.08	PPL/PRS licence	£168.18
198.95	Membership/Subscriptions	£106.00
0.00	Bank Transfer	£0.00
5014.82	Building work/repairs	£5,228.87
£483.08	Durham County Council - Trade Waste	£260.41
£894.00	Accountancy	£938.00
£47,796.03		£46,627.99
£47,796.03		£46,627.99
(£12,700.13)		£6,233.31
	Income Exceeds Expenditure	£6,233.31

Balances C/Fwd - 2023

Debtors & Prepayments	£4,576.99
Current Account	£7,601.42
Deposit Account	£84,706.45
Cash Dec	£0.00
Creditors & Accruals	(£567.86)
	<u>£96,317.00</u>

Page 4
2022 Balance B/Fwd

3/9/2024