

# PUDSEY WELLBEING CHARITY

England & Wales · Charity number 1153331

## Details

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Other names	LOVE PUDSEY, ROBIN LANE HEALTH AND WELLBEING CHARITY, PUDSEY WELLBEING CENTRE
Status	Registered
Legal form	CIO
Registered	2013-08-09
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address** St. Andrews Methodist Church  
Robin Lane  
Pudsey  
West Yorkshire  
LS28 7BR

**Phone** 07977929953

**Email** [hello@pudseywellbeing.com](mailto:hello@pudseywellbeing.com)

**Website** [pudseywellbeing.com](http://pudseywellbeing.com)

## Activities

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**Objects:** 1) TO ADVANCE HEALTH IN PUDSEY, BOTH PHYSICAL AND MENTAL, BY PROVIDING A RANGE OF HEALTH RELATED ACTIVITIES AND INTERVENTIONS TO ENABLE PEOPLE TO LIVE LONGER AND HEALTHIER LIVES THAT ARE FULL AND MEANINGFUL2) TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF PUDSEY AND THE SURROUNDING AREA THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITION OF LIFE OF THE SAID INHABITANTS

**Activities:** Provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities. Provision of health related activities and interventions, principally through the delivery of a community volunteer programme.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** The Advancement Of Health Or Saving Of Lives, Economic/community Development/employment
- **Who:** The General Public/mankind

## Geography

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- Leeds City

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£76,702	£56,067	-	-
2024-03-31	£81,532	£64,591	-	-
2023-03-31	£48,477	£74,288	-	-
2022-03-31	£92,177	£95,086	-	-
2021-03-31	£102,497	£71,982	-	-

## Trustees

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Name	Role	Appointed
Anita Kaur Panesar		2022-04-14
Dennis Gibbons		2023-11-30
Eleanor Scougall		2018-08-09
Jill Huggins		2021-01-15
John Stuart Middleton		2022-06-06
PATRICIA TRENAMAN		2017-07-25

**PUDSEY WELLBEING CHARITY**

England & Wales - Charity number 1153331

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# Accounts

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# PUDSEY WELLBEING CHARITY

Charitable Incorporated Organisation: 1153331

## Trustees' Annual Report & Financial Statements

1 April 2024 - 31 March 2025

TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS  
For the year from 1 April 2024 to 31 March 2025

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## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2024 to 31 March 2025

The Trustees present their annual report and financial statements for the year ended 31 March 2025, along with the independent examiner's report.

**Reference and administration details**

The charity is registered as Pudsey Wellbeing Charity and has also been known as “Pudsey Wellbeing Centre” and “Love Pudsey”. It was formerly registered as Robin Lane Health and Wellbeing Charity.

The charity was registered with the Charity Commission on 9 August 2013: number 1153331.

The principal office and operating address of the charity is  
23 Robin Lane, Pudsey, West Yorkshire LS28 7BR

The following charity trustees served during the financial year and up to the date of approval of the Trustees' Annual Report

Jill Huggins	<i>Chairperson</i>
Patricia Trenaman	<i>Treasurer</i>
Dennis Gibbons	<i>Vice-Chair</i>
Philip Goodfellow	
John Middleton	
Anita Kaur Panesar	
Eleanor Scougall	
Cllr. Trish Smith	
Ian Cocking	<i>Appointed May 2024</i>

Staff employed by the charity during 2024-25 were as follows:

Vera Pavlova	Charity Co-ordinator (job share)	<i>to May 2024</i>
Jane Batham	Charity Co-ordinator (job share)	<i>to August 2024</i>
Rachel Bradley	Charity Co-ordinator (operations)	<i>from August 2024</i>
Sophie Reynolds	Charity Co-ordinator (systems)	<i>from August 2024</i>

**Structure, governance and management**

The charity is a charitable incorporated organisation (CIO) formed on 9 August 2013, governed by a constitution adopted on 27 July 2013, amended on 18 July 2017 and again on 14 February 2019 when the charity's name was changed to Pudsey Wellbeing Charity.

The charity's only voting members are its charity trustees. It is managed by a committee of at least 7 and no more than 12 trustees, of which between 6 and 10 are appointed by the trustees at a properly convened meeting; these trustees serve for three years but may seek re-appointment for a further period. The constitution provides for a further two trustees to be nominated by Robin Lane Medical Centre but since 2019, this opportunity has not been taken up.

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**Objectives and activities**

The objectives of the charity are:

- to advance health in Pudsey, both physical and mental, by providing a range of health related activities and interventions to enable people to live longer and healthier lives that are full and meaningful.
- to promote for the benefit of the inhabitants of Pudsey and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

Further consideration has been given to up-dating the objectives of the charity and in the next financial year the Charity Commission will be consulted on relevance of the trustees' proposed changes.

The main activities undertaken for the public benefit in relation to these objects are:

- facilitating a range of free, volunteer led activities and groups to meet within the centre
- supporting volunteering within a friendly and supportive group whilst sharing creativity, skills and/or life experiences
- hosting other providers offering services compatible with the objects of the charity
- offering opportunities for the local community to take part in, and influence the development of, a range of wellbeing initiatives and activities.

**Public benefit**

Trustees are aware of the guidance contained in the Charity Commission's general guidance on public benefit and have taken account of it when reviewing our aims and objectives and planning our future activities.

The people of Pudsey and surrounding areas benefit from having a welcoming and friendly social space within which to gather in groups pursuing a variety of interests and activities, most of which are facilitated by volunteers from the local community. The benefits include (but not exclusively) opportunities for social interaction and the reduction of isolation; provision of physically healthy activities and support; improvements in mental health through engagement with others and involvement in stimulating activities.

All money raised at our events and from charity fundraising is used to provide free activities for the benefit of the local community.

**Achievements and performance: 2024-25**

With funding in place for staffing and activity costs in 2024-25, the charity has been able to continue with its service provision, supporting our volunteers and running groups for our community.

**Open Door and Warm Space**

We continued with the designated Welcome Space in our centre, supported by an unrestricted grant of £900 from Leeds City Council. We provided a much-needed space for locals to meet during the colder

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2024 to 31 March 2025

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winter months (especially important in the context of the energy crisis) allowing them to make friends and connections in a safe, non-judgmental environment.

Open every weekday morning, we ensure that our space is welcoming to all, offering a fully inclusive and accessible café space with complimentary hot drinks and snacks and all delivered by our wonderful volunteers. The very generous donations we receive are a clear indication of how much Open Door is appreciated. The last year has seen a gradual increase in the number of visitors to The Open Door, from approximately 4868 visits in 2023-24 to approximately 4906 visits in 2024-25.

**Pudsey Youth Café**

Exclusively for young people aged 11-17, the group runs every Wednesday evening and is a safe space in Pudsey where young people can enjoy a positive social experience. It is delivered in partnership with Leeds City Council Youth Services who provide a youth worker, with funding from Leeds City Council for activities and refreshments. Our contribution is providing the venue and, through The Brelms Trust grant, paying for the services of a second youth worker.

In addition to their usual activities, our young people joined in enthusiastically with the following activities which were recorded on our social media and in the centre:

- a visit in October from Forward Leeds who held an informal chat with participants around drug awareness. Whilst initially being hesitant to participate the group really did get involved and took a lot of knowledge away from the session
- in December, decorating stars for our Christmas Tree that was included in the Christmas Tree Festival at Fulneck Church
- making Christmas cards that were included with meals delivered by Calverley Rotary Club on Christmas day to socially isolated members of the local community.

Numbers of attendees dropped in the period August – December 2024, largely due to several members moving on having reached the age of 17. We worked with Leeds Youth Service North West to readvertise the youth group on Facebook and posters placed on Pudsey Community Noticeboards. Since January 2025, group numbers have increased so that between 8 & 14 young people attend per session, with the age of participants starting from age 11 years old.

We logged 312 attendances over the financial year, but acknowledge that there are gaps in the data. Improvements are being put in place for the current financial year.

**Our Groups**

We have a variety of groups running regularly at the centre, including

- 17 led by our volunteers
- 10 provided by community groups/charities that make a contribution to community wellbeing (space offered on a donation basis)
- 3 sessions compatible with our wellbeing agenda, but provided by private businesses for which attendance is charged (our space is charged at an hourly rate).

On average during the year, groups at the centre were attended by approximately 220 service users per week. We are sure this total exceeds this amount regularly but sometimes our data is not captured. Capturing this data is something that we are working on continually.

**TRUSTEES' ANNUAL REPORT**

For the year from 1 April 2024 to 31 March 2025

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The positivity we have received in recent feedback is evidence that our groups and Welcome Space continue to provide a safe, welcoming environment for our service users.

**Active Volunteers**

The volunteer-led approach to our services gives our charity a wealth of experience and connections within our community. We currently have a team of 20 volunteers who donate their time in The Open Door, another 17 volunteer group leaders and 6 others who attend and regularly help out at group sessions. Many of our Trustees are also involved in our volunteer led groups, volunteer in The Open Door and/or help out at Fetes and Events.

All of our volunteer led activity groups have come from ideas that service users within the local community have come to us with and we are keen to encourage more. We recently started

- a volunteer led Craft Club
- a monthly drop in for IT Support, as requested on feedback forms from visitors to our welcome space.
- a monthly 'Parent's Pit Stop' group and are finding that a change in day and time has proved more popular than our original Mum and Baby Group.

**Marketing and PR**

In September 2024 we joined in with other local businesses and charities and took part in Pudsey Scarecrow Festival and were on the trail map.

In October 2024 we held a successful Halloween Music Event called Spookulele which was an idea that came from our Ukulele Group, with 25 tickets sold to raise funds for the charity with music, spooky talks and games as well as refreshments.

In November 2024 we held our Christmas Fete; our volunteers served refreshments, performed music, ran a bake sale, handmade soap stall, tombola and we also had various other local crafters take on stalls.

An article about the charity featured in a local publication called The Squeaker.

We are reviewing our marketing and website to make sure that it is clearer and easier to find information about what groups are running.

**Partnerships and Collaboration**

We are joining up with what others are doing in the community, as part of our local community Anchor Network and attend meetings with other local charities running Welcome Spaces. We share our What's on Guide and opening times for The Open Door each month on our social media channels that are linked to other local charities and groups, as well as a mailing list of NHS workers and members of the West Leeds Primary Care Network. We are keen to try and establish some links with local care homes and to further our links with the GP practice that we are based next door to.

**Financial review**

The charity is located in the Pudsey Wellbeing Centre building, which is owned by the Partners at Robin Lane Medical Practice, Pudsey. From 2013, the charity leased the whole building for a notional £1 a year and, over time, became responsible for its management. However, in June 2022, as the partners needed to reclaim some of the building used by the charity for their own purposes, this arrangement ended, with building management responsibility being handed back to the Partners and the charity only

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2024 to 31 March 2025

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having exclusive use of the ground floor and shared use of the first floor Community Hall. A new updated written tenancy agreement was signed in October 2023 and will apply until June 2027.

During a transitional period, this new arrangement has resulted in decreasing levels of both receipts and payments. In 2024-25, receipts were £76,695, down slightly on the previous year (£81,532); expenses were £56,067 (from £64,591). Going forward, both receipts and payments are predicted to stabilise.

The year ended with a net annual surplus of £20,636 and a carry forward balance of £52,376.

**Designated and Unrestricted funds**

No funds were designated during the course of the year.

Unrestricted grants were received from Leeds Welcome Spaces (£900) and Yorkshire Building Society (£ 500) and made a valuable contribution towards the cost of keeping the centre open through the winter and enabling us to purchase a new printer/scanner. Other donations and contributions came from individuals, the external voluntary groups that meet within the centre and from letting out one of our ground floor rooms to the local Primary Care Network.

The level of contributions coming directly from members of our groups and the many users of Open Door has been maintained, with the latter continuing to be recorded as unrestricted fundraising revenue. Their generosity and support is very much appreciated.

**Restricted funds**

Continuing grant funding from the National Lottery Reaching Communities England Fund and The Brelms Trust (respectively for staff salaries and group costs) provides us with much needed stability until the end of March 2026. Replacement sources of funding will be sought during the current financial year.

As a result of staff vacancies in May-July, the Lottery grant was not fully spent. Permission was given for the grant to be used for strategic planning costs (£700), with the remaining underspend of £2,778 to be carried forward for use in the next financial year

Our annual grant from Leeds City Council's Youth Activity Fund is claimed retrospectively for specified Youth Café activities and refreshments, so the fund is always in deficit at the financial year end. During the year, a grant of £4,095 was received in respect of relevant spending in 2023-24 and at the end of this financial year (2024-25), a further claim of £3,224 was made to the Council; payment was received after the end of the financial year in May 2025. The grant available for the same purposes in 2025-26 has been confirmed as £4,000.

A further restricted donation of £500 from Pudsey Pacers was received in December 2024 for the Youth Café to undertake physical activities in the coming year.

We also benefitted from the National Insurance Employment Allowance, amounting to £1,848.

**Reserves Policy**

In order to safeguard the charity from unexpected drops in income and other difficulties as well as to enable us to take advantage of any opportunities that present themselves, trustees have raised the

TRUSTEES' ANNUAL REPORT

For the year from 1 April 2024 to 31 March 2025

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policy of aspiring to build and maintain reserves from 3-6 to 6-9 month's running costs. Based on last year's figures, the desired level of reserves should be between £28,030 and £42,045. The level of free reserves actually held at the year end amounted to £52,996, which is more than the top amount we aspire to. Our aim now is to maintain reserves within the desired range through the next year.

The trustees have assessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and have complete confidence in the charity's ability to meet its liabilities as they fall due.

Additional Note

On 2 July 2025, notice was received from our landlord activating the six month break clause contained within our lease and requiring us to vacate the premises by 2 January 2026. Trustees and staff are actively engaged in seeking alternative premises and are confident of being able to ensure that the charity continues to deliver its valuable and valued services.

**Declaration**

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees.

Signature \_\_\_\_\_

Full name Jill Huggins

Position Chairperson

Date 17 November 2025

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

For the year from 1 April 2024 to 31 March 2025

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**Report to the trustees of Pudsey Wellbeing Charity Charitable Incorporated Organisation (the 'CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2025, which are set out on pages 10 to 13.

**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 the 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 CIO as required by section 130 of the Act; or
- 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.

Signed: ..... Name: Alan Dodd, FCCA

20 November 2025

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

## STATEMENT of RECEIPTS &amp; PAYMENTS

For the year from 1 April 2024 to 31 March 2025

	Unrestricted funds	Restricted funds	Total funds 2024-25	Last year 2023-24
	£	£	£	£
<b>RECEIPTS</b>				
Room rent & hire	18,272	-	18,272	19,447
Donations	470	-	470	1,272
Fundraising & events	7,272	-	7,272	7,014
Groups	3,603	-	3,603	4,000
Grants	1,400	45,685	47,085	49,799
<b>Total receipts</b>	<b>31,017</b>	<b>45,685</b>	<b>76,702</b>	<b>81,532</b>
<b>PAYMENTS</b>				
Staff costs	-	32,222	32,222	35,353
Premises	8,638	-	8,638	10,386
Equipment	735	4	739	2,747
Charity costs	1,751	1,775	3,526	3,043
Group costs	1,301	8,248	9,549	11,212
Fundraising & PR	1,163	90	1,253	1,324
Volunteer costs	139	-	139	526
<b>Total payments</b>	<b>13,727</b>	<b>42,340</b>	<b>56,067</b>	<b>64,591</b>
<b>Net receipts / (payments)</b>	<b>17,290</b>	<b>3,345</b>	<b>20,635</b>	<b>16,941</b>
<i>Transfers between funds</i>			-	-
<b>Net movement in funds after transfers</b>	<b>17,290</b>	<b>3,345</b>	<b>20,635</b>	<b>16,941</b>
<i>Cash fund balances brought forward</i>	<i>35,706</i>	<i>(3,966)</i>	<i>31,740</i>	<i>14,799</i>
<b>Cash funds balances carried forward</b>	<b>52,996</b>	<b>(621)</b>	<b>52,376</b>	<b>31,740</b>

STATEMENT OF ASSETS & LIABILITIES

As of 31 March 2025

		2025	2025	2025	2024
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Cash funds</b>					
Cash at bank	Co-op Bank	35,188	(621)	34,567	23,888
	Virgin Money	17,809	-	17,809	7,852
Cash in hand		-	-	-	-
<b>Total cash funds (reconciled)</b>		<b>52,997</b>	<b>(621)</b>	<b>52,376</b>	<b>31,740</b>
<b>Other Assets</b>					
	LCC Youth Activity Grant for 2024-25		£ 3,224	<i>received on 6 May 2025</i>	
<b>Liabilities</b>					
	Independent Examination			£ 660	

The financial statements were approved by the Trustees and signed on their behalf by

Signature \_\_\_\_\_  
 Full name Jill Huggins  
 Position Chairperson  
 Date 17 November 2025

## NOTES TO THE ACCOUNTS

For the year from 1 April 2024 to 31 March 2025

**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 registered 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 asset cost or expense 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.

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

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

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

**2 Grants and donations received**

	2025 Unrestricted funds	2025 Restricted funds	2025 Total funds	2024 Total Funds
National Lottery Reaching Communities	-	35,000	35,000	35,000
The Brelms Trust	-	6,000	6,000	6,000
Leeds Youth Activity Fund (for 2023-24)	-	4,095	4,095	2,908
Leeds Safe (Warm) Spaces	900	-	900	1,100
Yorkshire Building Society	500	-	500	-
Pudsey Pacers	-	500	500	-
Leeds CC MICE	-	90	90	110
West Riding Masonic Charities Ltd	-	-	-	4,681
Other donations	470	-	470	1,272
	1,870	45,685	47,555	51,071

**3 Restricted funds**

Fund name	Purpose of restriction
National Lottery Reaching Communities	For staff salaries & costs; strategic planning
Youth Activity Fund	For youth café refreshments, materials, equipment, activities, paid retrospectively.

## NOTES TO THE ACCOUNTS

For the year from 1 April 2024 to 31 March 2025

The Brelms Trust	For group & volunteer costs, and some running costs
Pudsey Pacers	For physical/outdoor activities undertaken by the Youth Café
West Riding Masonic Charities	For gardening materials
Leeds CC MICE fund 1	For menopause group materials
Leeds CC MICE fund 2	For noticeboard artwork by a local artist

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
National Lottery Reaching Communities	-	35,000	32,922	-	2,078
Youth Activity Fund	(4,095)	4,095	3,224	-	(3,224)
The Brelms Trust	-	6,000	6,000	-	-
Pudsey Pacers donation	-	500	-	-	500
West Riding Masonic Charities	104	-	104	-	-
Leeds CC MICE fund 1	25	-	-	-	25
Leeds CC MICE fund 2	-	90	90	-	-
Totals	(3,966)	45,685	42,340	-	(621)

**4 Designated funds**

There were none

**5 Donations from trustees and related parties**

The total aggregate value of unconditional donations to the charity from 2 trustees was £370 (2024: £370)

**6 Trustee remuneration and benefits**

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

**7 Related party transactions**

There were no related party transactions during this year or the previous year.

**PUDSEY WELLBEING CHARITY**

England & Wales - Charity number 1153331

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# Accounts

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# PUDSEY WELLBEING CHARITY

Charitable Incorporated Organisation: 1153331

## Trustees' Annual Report & Financial Statements

1 April 2023 - 31 March 2024

TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS  
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The charity was registered with the Charity Commission on 9 August 2013: number 1153331.

The principal office and operating address of the charity is  
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The following charity trustees served during the financial year and up to the date of approval of the Trustees' Annual Report

Jill Huggins	<i>Chairperson</i>	
Patricia Trenaman	<i>Treasurer</i>	
Dennis Gibbons	<i>Vice-Chair</i>	<i>Appointed November 2023</i>
Philip Goodfellow		<i>Appointed November 2023</i>
John Middleton		
Anita Kaur Panesa		
Eleanor Scougall		
Cllr. Trish Smith		
Ian Cocking		<i>Appointed April 2024</i>
Kathleen Mary Hill		<i>Retired November 2023</i>
Carolyn Weaver		<i>Retired November 2023</i>
John Welling		<i>Retired January 2024</i>

Staff employed by the charity during 2023-24 were as follows:

Jane Batham	Charity Co-ordinator (job share)
Vera Pavlova	Charity Co-ordinator (job share)

**Structure, governance and management**

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**TRUSTEES' ANNUAL REPORT**

For the year from 1 April 2023 to 31 March 2024

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Trustees wish to acknowledge the long service and extremely valuable contribution of Dr Kate Hill who, as a founding trustee, served from 2013-23, and was, from 2018 onwards, first Chairperson and then Vice-Chair. We wish her very well for the future.

Also stepping down as trustees this year were Carolyn Weaver (2017-2023) and John Welling (2022-23). We are delighted that both are continuing to be involved with the charity, as group leaders and volunteers. Our thanks go to both for their very valuable contributions.

With grant funding in place for the next three years, we were delighted to start the year with our 2 part-time (job share) Charity Coordinators in place.

**Objectives and activities**

The objectives of the charity are:

- to advance health in Pudsey, both physical and mental, by providing a range of health related activities and interventions to enable people to live longer and healthier lives that are full and meaningful.
- to promote for the benefit of the inhabitants of Pudsey and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

The main activities undertaken for the public benefit in relation to these objects are:

- facilitating a range of free, volunteer led activities and groups to meet within the centre
- supporting volunteering within a friendly and supportive group whilst sharing creativity, skills and/or life experiences
- hosting other providers offering services compatible with the objects of the charity
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**Public benefit**

Trustees are aware of the guidance contained in the Charity Commission's general guidance on public benefit and have taken account of it when reviewing our aims and objectives and planning our future activities.

The people of Pudsey and surrounding areas benefit from having a welcoming and friendly social space within which to gather in groups pursuing a variety of interests and activities, most of which are facilitated by volunteers from the local community. The benefits include (but not exclusively) opportunities for social interaction and the reduction of isolation; provision of physically healthy activities and support; improvements in mental health through engagement with others and involvement in stimulating activities.

All money raised at our events and from charity fundraising is used to provide free activities for the benefit of the local community.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2023 to 31 March 2024

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**Achievements and performance: 2023-24**

The effect of our successful grant applications, recorded in last year's accounts, has resulted in a very positive year for the charity. In particular, we can continue to support approximately 260 visits to the centre each week, from our Open Door visitors, group participants, volunteers, trustees and staff.

As a busy social hub and centre our charity is an integral part of the Pudsey community, offering a welcoming and nurturing space for people to meet and make long-lasting friendships.

Open Door and Warm Space Initiative:

During this financial year we continued with the designated Warm Space in our centre, supported by Leeds City Council. We provided a much-needed space for locals to meet during the colder winter months (especially important in the context of the energy crisis) allowing them to make friendships and connections in a safe, non-judgmental environment. We communicated that we had the heating on and provided a nurturing space; a cheaper way to keep warm, due to energy bills at home soaring. We are fortunate enough to have had a fixed contract with our energy supplier here at the centre, fixed until July 2024.

We ensured that our space was welcoming to all, offering a fully inclusive and accessible café space, offering complimentary hot drinks and food and all run by our wonderful volunteers. The very generous donations we receive are a clear indication of how much Open Door is appreciated.

Our groups

At the end of the 2023-2024 financial year we had 28 groups running at the centre. We are pleased that groups have recovered well from the effects of COVID, with all groups having returned to the centre and additional ones joining us. Groups range from Spanish, to yoga, to ukulele, to stitching and walking!

Some of our groups require input from specialist leaders and we are delighted that the 3 year grant from The Brelms Trust will enable us to continue giving financial support to these groups for the next 2 years, until March 2026.

The Youth Café continues to thrive, with approximately 15 members. Exclusively for young people aged 11-17, the group runs each Wednesday evening and is a safe space in Pudsey where young people can enjoy a positive social experience. It is delivered in partnership with Leeds City Council Youth Services who provide a youth worker and funding from Leeds City Council for activities and refreshments. Our contribution is providing the venue and, through The Brelms Trust grant, paying for the services of a second youth worker.

We also offer a free space (on a voluntary donation basis) to community groups and charities that provide a service of wellbeing to their members. During the year we had 5 such groups meeting at our centre on a weekly or monthly basis. We currently hire out space to two weekly paying groups offering pilates and meditation. Both are run by certified instructors and are successfully attracting new members. We also hire out our rooms on a monthly basis to the West Leeds Primary Care Network for group patient cancer care meetings.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2023 to 31 March 2024

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Active volunteers:

The volunteer-led approach to our services gives our charity a wealth of experience and prime connections within our community. Contemporary models of mental health care strive to promote inclusion and empowerment\*, which we believe we embody, being a truly volunteer-led charity.

*\*Mental health service users' experiences of mental health care: an integrative literature review, 2015*

We currently have 16 dedicated Open Door volunteers, who provide our visitors with a warm welcome along with complimentary teas and coffees. They add immeasurable value to our offering. Being members of the local community themselves they can truly engage with and actively inspire others to get involved and for this we are so grateful for the time they give. We also have 13 volunteer group leaders who take much pride in making sure that they meet the needs of their group members.

Thanks are due to all our volunteers who give freely of their time and enthusiasm to run the full range of our groups and activities – we could not exist without them.

Marketing and PR achievements:

During the year we invested in new outdoor banners so that we could more effectively promote our fetes and live music events. These are positioned in prominent places around the charity building and also in the town.

In July 2023 we held a Summer Fete & Art Exhibition at the centre. This brought in £713.65 revenue and was held as a tribute to the late Geoff Lea, the leader of our Pudsey Art Workshop, who sadly passed away in June 2023. Also received was a kind donation of £548 from Geoff's funeral service; his family wanted to donate to the charity as they knew how much the centre and his group meant to him. Our Christmas Fete which was held in November 2023 brought in £478.05 revenue. We had stalls, tombola and a Santa meet and greet.

We organised a few live music evening events in our Open Door space, to much success. In May 2023 we had a folk/ukulele band called Ullalele play for us, bringing in sales of £316 and in November 2023 a solo singer called Her Orange Coat performed, with sales from the evening totalling £265.70.

We plan to hold further evening events, to expand the number of people who benefit from our charity and target those who may be lonely or isolated on evenings.

Partnerships and Collaborations:

We partnered up with Full Circle Funerals for Dying Matters Week in May 2023. Within this collaboration we ran workshops to support our visitors on issues around grief, bereavement and loss. One workshop was called Music and Memories, which was run by The Swan Song Project - a charity giving people living with terminal illnesses, dealing with bereavement or planning their end stages of life the opportunity and support to write and record their own original song. They ran a session with our ukulele group which was enjoyed.

**TRUSTEES' ANNUAL REPORT**For the year from 1 April 2023 to 31 March 2024

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We also ran a Flower Arranging Workshop, in association Flowers by Donna, Jordan Solicitors & Full Circle Funerals in May 2023. Participants designed and created their own bouquets, symbolising a loss of a loved one.

Partnerships with the local Pudsey Community Hub and Library, and Community Anchor organisations have also been beneficial; allowing the sharing of resources and signposting amongst our service users, to ensure that we are all committed to working together for the good of the local community. Such organisations include MHA Pudsey, St Andrew's Church, The Oak Church & Swinnow Community Centre.

We linked with a local bookshop called Truman Books in the neighbouring village of Farsley, in February 2024. We were kindly given many brand new books and we now run a small community style library in our Open Door space, where our visitors can borrow a book at no cost.

In June 2023, a generous grant of £4,680 was received from West Riding Masonic Charities Limited which allowed us to rejuvenate our garden, patio and outdoor seating area, for the purpose of promoting the health and wellbeing of the local residents in the Pudsey area. Much of the ground work was undertaken during the summer and autumn, with imaginative planting completed in spring-time. Our visitors, the community and other users of the building are making good use of the attractive seating area whenever the weather is kind enough. Thank you to all who contributed to this project.

A small grant from MICE (Leeds City Council) received in February 2024, provided resources for our newest venture, a Menopause Meet-Up Group.

**Financial review**

The charity is located in the Pudsey Wellbeing Centre building, which is owned by the Partners at Robin Lane Medical Practice, Pudsey. From 2013, the charity leased the whole building for a notional £1 a year and, over time, became responsible for its management. However, in June 2022, as the partners needed to reclaim some of the building used by the charity for their own purposes, this arrangement ended, with building management responsibility being handed back to the Partners and the charity only having exclusive use of the ground floor and shared use of the first floor Community Hall. A new updated written tenancy agreement was signed in October 2023 and will apply until June 2027.

In 2023-24 the Trustees were in receipt of £81,532 which is a significant increase on the previous year (£48,477). Expenses decreased to £64,591 (from £74,288), and the year ended with a net annual surplus of £16,941 and a carry forward balance of £31,740.

**Designated and Unrestricted funds**

No funds were designated during the course of the year.

An unrestricted grant was received from Leeds Warm Spaces (£1,100) and was a welcome contribution towards the cost of keeping the centre open through the winter. Other donations and contributions came from individuals and the external voluntary groups that meet within the centre.

The level of contributions coming from members of our groups and the many users of Open Door has been maintained, with the latter continuing to be recorded as unrestricted fundraising revenue. Their generosity and support is very much appreciated.

TRUSTEES' ANNUAL REPORT

For the year from 1 April 2023 to 31 March 2024

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**Restricted funds**

Our annual grant from Leeds City Council’s Youth Activity Fund is claimed retrospectively for specified Youth Café activities and refreshments, so the fund is always in deficit at the financial year end. A grant of £2,908 was received in respect of relevant spending in 2022-23 and at the end of this financial year (2023-24), a further claim of £4,905 was made to the Council; payment was received after the end of the financial year on 17 May 2024. The grant available for the same purposes in 2024-25 has been confirmed as £4,120.

The remaining grant of £5,128 from Awards For All was fully used in the first three quarters of the current year. It covered the facilitation fees which are paid to some specialist group leaders, volunteer costs and a contribution to the centre’s running costs.

Three year grant funding from the National Lottery Reaching Communities England Fund and The Brelms Trust (respectively for staff salaries and group costs) are providing us with much needed stability until the end of March 2026.

A restricted donation of £320, received in the previous financial year from Pudsey Pacers was used by the Youth Café to fund 2 visits to a local “Go Ape” adventure park in March 2024.

We also benefitted from the National Insurance Employment Allowance, amounting to £2,126.

**Reserves Policy**

In order to safeguard the charity from unexpected drops in income and other difficulties as well as to enable us to take advantage of any opportunities that present themselves, trustees have confirmed the current policy of aspiring to build and maintain reserves amounting to between 3 & 6 month’s running costs. Based on the last year’s figures, the desired level of reserves should be between £16,148 and £32,295. The level of free reserves actually held at the year end amounted to £35,706, which is more than the top amount we aspire to. Our aim now is to maintain reserves within the desired range through the next year.

The trustees have assessed the charity’s ability to continue for at least 12 months from the date that the accounts are approved and have complete confidence in the charity’s ability to meet its liabilities as they fall due.

**Declaration**

The Trustees declare that they have approved the Trustees' report above.  
Signed on behalf of the charity's Trustees.

Signature \_\_\_\_\_

Full name Jill Huggins

Position Chairperson

Date 11 November 2024

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

For the year from 1 April 2023 to 31 March 2024

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**Report to the trustees of Pudsey Wellbeing Charity Charitable Incorporated Organisation (the 'CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022, which are set out on pages 11 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 the 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 CIO as required by section 130 of the Act; or
- 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.

Signed: ..... Name: Alan Dodd, FCCA

20 November 2024

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

## STATEMENT of RECEIPTS &amp; PAYMENTS

For the year from 1 April 2023 to 31 March 2024

	Unrestricted funds	Restricted funds	Total funds 2023-24	Last year 2022-23
	£	£	£	£
<b>RECEIPTS</b>				
Room rent & hire	19,447	-	19,447	21,109
Donations	1,272		1,272	3,759
Fundraising & events	7,014	-	7,014	4,900
Groups	4,000	-	4,000	4,206
Grants	1,100	48,699	49,799	14,504
<b>Total receipts</b>	<b>32,833</b>	<b>48,699</b>	<b>81,532</b>	<b>48,477</b>
<b>PAYMENTS</b>				
Staff costs	353	35,000	35,353	37,875
Premises	7,258	3,128	10,386	23,437
Equipment	-	2,747	2,747	681
Charity costs	1,248	1,795	3,043	4,358
Group costs	263	10,949	11,212	7,100
Fundraising & PR	173	1,150	1,324	609
Volunteer costs	-	526	526	129
Miscellaneous	-	-	-	100
<b>Total payments</b>	<b>9,295</b>	<b>55,295</b>	<b>64,591</b>	<b>74,288</b>
<b>Net receipts / (payments)</b>	<b>23,537</b>	<b>(6,596)</b>	<b>16,941</b>	<b>(25,812)</b>
<i>Transfers between funds</i>	-	-	-	-
<b>Net movement in funds after transfers</b>	<b>23,537</b>	<b>(6,596)</b>	<b>16,941</b>	<b>(25,812)</b>
<i>Cash fund balances brought forward</i>	<i>12,169</i>	<i>2,360</i>	<i>14,799</i>	<i>40,611</i>
<b>Cash funds balances carried forward</b>	<b>35,706</b>	<b>(3,966)</b>	<b>31,740</b>	<b>14,799</b>

STATEMENT OF ASSETS & LIABILITIES

For the year from 1 April 2023 to 31 March 2024

		2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Cash funds</b>					
Cash at bank	Co-op Bank	27,853	(3,966)	23,888	14,420
	Virgin Money	7,853	-	7,852	-
Cash in hand		-	-	-	379
<b>Total cash funds (reconciled)</b>		<b>35,706</b>	<b>(3,966)</b>	<b>31,740</b>	<b>14,799</b>
<b>Other Assets</b>					
	LCC Youth Activity Grant for 2022-23		£ 4,095	<i>received on 17 May 2024</i>	
<b>Liabilities</b>					
	Independent Examination			£ 660	

The financial statements were approved by the Trustees and signed on their behalf by

Signature \_\_\_\_\_  
 Full name Jill Huggins  
 Position Chairperson  
 Date 11 November 2024

## NOTES TO THE ACCOUNTS

For the year from 1 April 2023 to 31 March 2024

**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 registered 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 asset cost or expense 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.

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

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

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

**2 Grants and donations**

	2024 Unrestricted funds	2024 Restricted funds	2024 Total funds	2023 Total Funds
National Lottery Reaching Communities	-	35,000	35,000	-
The Brelms Trust	-	6,000	6,000	-
Leeds Youth Activity Fund (for 2022-23)*	-	2,908	2,908	2,254
Leeds CC MICE fund	-	110	110	-
National Lottery Awards For All	-	-	-	10,000
Leeds Safe (Warm) Spaces	1,100	-	1,100	2,250
West Riding Masonic Charities Limited	-	4,681	4,681	-
Donations	1,272	-	1,272	3,759
	2,372	48,699	51,071	18,263

## NOTES TO THE ACCOUNTS

For the year from 1 April 2023 to 31 March 2024

**3 Restricted funds**

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
National Lottery Reaching Communities	-	35,000	35,000	-	-
Youth Activity Fund	(2,908)	2,908	4,095	-	(4,095)
NL Awards For All	5,218	-	5,218	-	-
The Brelms Trust	-	6,000	6,000	-	-
Pudsey Pacers donation	320	-	320	-	-
W Riding Masonic Charities Ltd	-	4,681	4,577	-	103
Leeds CC MICE Fund	-	110	85	-	25
<b>Totals</b>	<b>2,630</b>	<b>48,699</b>	<b>55,295</b>	<b>-</b>	<b>(3,966)</b>

<b>Fund name</b>	<b>Purpose of restriction</b>
National Lottery Reaching Communities	For staff salaries & costs
Youth Activity Fund	For youth café refreshments, materials, equipment & activities
NL Awards for All	For group & volunteer costs, and some running costs
The Brelms Trust	For group & volunteer costs, and some running costs
Pudsey Pacers	For physical/outdoor activities undertaken by the Youth Café
Masonic Garden Fund	For the restoration of the outdoor space surrounding our building
MICE Fund	For materials for our new Menopausal Support Group

**4 Designated funds**

There were none

**5 Donations from trustees and related parties**

The total aggregate value of unconditional donations to the charity from 2 trustees was £370 (2023: £390)

**6 Trustee remuneration and benefits**

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

**7 Related party transactions**

There were no related party transactions during this year or the previous year.

**PUDSEY WELLBEING CHARITY**

England & Wales - Charity number 1153331

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# Accounts

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# PUDSEY WELLBEING CHARITY

Charitable Incorporated Organisation: 1153331

## Trustees' Annual Report & Financial Statements

1 April 2022 - 31 March 2023

TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS  
For the year from 1 April 2022 to 31 March 2023

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## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2022 to 31 March 2023

The Trustees present their annual report and financial statements for the year ended 31 March 2023, along with the independent examiner's report.

**Reference and administration details**

The charity is registered as Pudsey Wellbeing Charity and has also been known as “Pudsey Wellbeing Centre” and “Love Pudsey”. It was formerly registered as Robin Lane Health and Wellbeing Charity.

The charity was registered with the Charity Commission on 9 August 2013: number 1153331.

The principal office and operating address of the charity is  
23 Robin Lane, Pudsey, West Yorkshire LS28 7BR

The following charity trustees served during the financial year and up to the date of approval of the Trustees' Annual Report

Rev. Richard Dimery	<i>Chairperson to February 2023</i>	<i>Resigned February 2023</i>
Jill Huggins	<i>Vice-chair from November 2022 &amp; Chairperson from February 2023</i>	
Patricia Trenaman	<i>Treasurer</i>	
Kathleen Mary Hill	<i>Vice-chair to November 2022</i>	
John Middleton	<i>Appointed June 2022</i>	
Anita Kaur Panesar	<i>Appointed April 2022</i>	
Eleanor Scougall		
Cllr. Trish Smith		
Carolyn Weaver		
John Welling		

Staff employed by the charity during 2022-23 were as follows:

Dominique Dunand-Clarke	Charity Manager	<i>to November 2022</i>
Vera Pavlova	Operations Manager	<i>to October 2022</i>
Beverly Brogan	Volunteer Coordinator	<i>to September 2022</i>
Jane Batham	Strategic Development Officer	<i>from May 2022</i>

In March 2023, the following appointments were made, with a start date of 1 April 2023.

Jane Batham	Charity Co-ordinator (job share)
Vera Pavlova	Charity Co-ordinator (job share)

**Structure, governance and management**

The charity is a charitable incorporated organisation (CIO) formed on 9 August 2013, governed by a constitution adopted on 27 July 2013, amended on 13<sup>th</sup> September 2018 and again on 14 February 2019 when the charity's name was changed to Pudsey Wellbeing Charity.

The charity's only voting members are its charity trustees. It is managed by a committee of at least 7 and no more than 12 trustees, of which between 6 and 10 are appointed by the trustees at a properly

**TRUSTEES' ANNUAL REPORT**

For the year from 1 April 2022 to 31 March 2023

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convened meeting; these trustees serve for three years but may seek re-appointment for a further period. The constitution provides for a further two trustees to be nominated by Robin Lane Medical Centre but since 2019, this opportunity has not been taken up.

Trustees wish to acknowledge the service and valuable contribution of Reverend Richard Dimery who served as a trustee from 2019 and chairperson since November 2020, until his resignation in February 2023. We wish him well for the future.

It has been a year of significant change for our staff, starting with the Charity Manager's maternity leave and a temporary replacement being employed for one year with a specific focus on strategic development.

September saw the retirement of our long-serving Volunteer Coordinator, coincidentally at a time when our financial future was extremely uncertain. Regrettably, we were then obliged to make both the Operations Manager and Charity Manager redundant in October and November respectively. However, our Strategic Development Officer continued on and by the end of the financial year, having secured grant funding for the next three years and reviewed our staffing structure in the light of changed circumstances, we were able to recruit 2 part-time (job share) Charity Coordinators, with a start date of 1 April 2023.

Thanks are due to all our staff members for their flexibility, patience and commitment during a very difficult and extremely uncertain year.

**Objectives and activities**

It became apparent during the 2021 Independent Examination that the objects of the charity as set out in the governing document dated 13 September 2018, were not the same as those recorded on the Charity Commission web-site. Trustees at that time had failed to request prior written permission so that currently our objectives remain as originally adopted:

- To advance health in Pudsey, both physical and mental, by providing a range of health related activities and interventions to enable people to live longer and healthier lives that are full and meaningful.
- To promote for the benefit of the inhabitants of Pudsey and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

With the major financial challenges and changes in the physical circumstances of the charity, it has still not been possible to make progress on updating our charitable purposes but, in due course, trustees still intend to seek permission to change our objectives to the following:

- To support health and wellbeing, both mental and physical, by providing a social hub and network based in Pudsey.
- To provide a range of recreation activities or other leisure time occupations for the benefit of the inhabitants of Pudsey and the surrounding area.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2022 to 31 March 2023

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- To improve quality of life for the general public with particular focus on the socially isolated and others who may have specific needs on account of age, disability, social or economic circumstances.

The main activities undertaken for the public benefit in relation to these objects are:

- facilitating a range of free, volunteer led activities and groups to meet within the centre
- supporting volunteering within a friendly and supportive group whilst sharing creativity, skills and/or life experiences
- hosting other providers offering services compatible with the objects of the charity
- offering opportunities for the local community to take part in, and influence the development of, a range of wellbeing initiatives and activities.

**Public benefit**

Trustees are aware of the guidance contained in the Charity Commission's general guidance on public benefit and have taken account of it when reviewing our aims and objectives and planning our future activities.

The people of Pudsey and surrounding areas benefit from having a welcoming and friendly social space within which to gather in groups pursuing a variety of interests and activities, most of which are facilitated by volunteers from the local community. The benefits include (but not exclusively) opportunities for social interaction and the reduction of isolation; provision of physically healthy activities and support; improvements in mental health through engagement with others and involvement in stimulating activities.

All money raised at our events and from charity fundraising is used to provide free activities for the benefit of the local community.

**Achievements and performance: 2022-23**

The bed-rock of our service are the groups, many led by volunteers, which meet regularly in the centre. We started the financial year with 18 groups, involving over two hundred service users weekly and by the end, this had increased to 28 groups and 260+ weekly visitors. We are pleased that groups have recovered well from the effects of COVID, with all our groups having returned to the centre and additional ones starting up.

We currently have 16 volunteer group leaders. For these volunteers who run their own groups, they take such pride in their work. Securing funding has ensured the continuation of their much-loved groups, to help them to grow and flourish. Some of our groups require specialist facilitation for which payment is made and has been funded this year from our Awards for All grant.

In addition to our own groups, we offer free meeting space (on a voluntary donation basis) to community groups and charities which focus on the wellbeing of their members. Currently, we have 6 such groups meeting at our centre on a weekly or monthly basis. We also hire out space to other groups which either charge for attendance or are funded from other sources.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2022 to 31 March 2023

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**Open Door & Warm Space**

Our Open Door initiative, which started in a small way in October 2021, has grown and flourished throughout this financial year. We have been able to “open the door” 5 days a week and we currently have 14 dedicated volunteers, serving hot drinks and food, without charge, whilst providing a warm welcome for our visitors. Being members of the local community themselves they can truly engage with and actively inspire others to get involved and for this we are so grateful for the time they give.

We were pleased to be able to combine and develop Open Door into a registered Warm Space, supported by Leeds City Council. We provided a much-needed space for locals to meet during the colder winter months, in light of the energy crisis, allowing them to make friendships and connections in a safe, non-judgmental environment. Visitor numbers increased week on week, a testament to our hard work and also signifying just how important the work is which we are doing. In January 2023, we had 367 visitors and in March this had risen to 649.

Although the Warm Space initiative is due to end in May 2023, we will continue to offer our Open Door space in the same way, bringing together people from our community and opening 5 days a week. Although no charge is made for Open Door and Warm Space, we are very grateful for the very generous donations we have received and the community support for the work we do that this represents.

**Youth Café**

Pudsey Wellbeing Charity has been running the Pudsey Youth Café in partnership with Leeds City Council Youth Service since January 2017. Exclusively for young people aged 11-17, the group runs each Wednesday evening from 6.30pm – 8pm and is a safe space in Pudsey where young people can gain a positive social experience. We are seeing continued success of the group, with our member numbers increasing year on year and we now see an average attendance of 17 young people per week. Funding claimed from the Youth Activity Fund (via the Outer North West Community Committee, Leeds City Council) for the 2022-23 financial year was £2908. Funding has been pledged for the 2023-24 financial year, to the sum of £4120.

**Raising Awareness**

We focused on networking at events and promoting the charity to a wider audience, as a way to raise awareness of our services and increase footfall to the centre. We exist in Pudsey to make a positive, long-standing difference to lives and the more residents we can reach via targeting methods the more valuable our work becomes.

Two key publicity exercises were focused around our success with the Reaching Communities National Lottery Fund, for which we gained a live radio interview on BBC Radio Leeds in December 2022 and also a write up in the local newspaper Yorkshire Evening Post, in January 2023. Both media achievements brought positive press to the charity, with visitor numbers to our Open Door warm space seeing the benefits of the exposure.

**Partnerships and Collaborations**

As a small charity, we must proactively identify opportunities for partnership and collaboration, to learn from each other and so offering that much needed level of support. These partnerships help us as a smaller charity to extend our reach and improve service delivery and in 2022-23 included:

**TRUSTEES' ANNUAL REPORT**For the year from 1 April 2022 to 31 March 2023

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- West Leeds Primary Care Network, Community Wellbeing Advice Team, which is responsible for social prescribing across seven medical practices, a total of 70,000 patients, helping patients to access various means of support.
- Sainsbury's Pudsey store as part of their "Helping Everyone Eat Better" campaign, from November 2022 – March 2023. They donated soup, bread rolls and a slow cooker so that we could offer a hot meal once a month, as part of our winter warm space initiative, as well as £100 of gardening equipment to our Community Gardening Group.
- The Conservation Volunteers, based in Kirkstall, Leeds - during the summer of 2022, they funded six sessions in our Community Garden, helping us to dig, plant and maintain the space and providing bulbs and plants. They also facilitated 10 guided walks with our PATS Walking Group, offering to pay for transport/bus fares and refreshments. Both projects were really well received by our service users.

Partnerships with Pudsey Community Hub and Library, and Community Anchor organisations have also been beneficial; allowing the sharing of resources and signposting amongst our service users, to ensure that we are all committed to working together for the good of the local community. We have offered three First Steps with Digital workshops here in our Open Door and also two Story & Rhyme sessions for pre-schoolers, all in association with the library, as a way to share resources and promote community engagement.

**New initiatives**

In November 2022 we held our first fundraising "Variety Evening" which was very successful, bringing in £653 profit to the charity. We sold 63 tickets on the evening, reaching the full capacity of the Open Door. We plan to hold further evening events, to expand the number of people who benefit from our charity and target those who may be lonely or isolated on evenings.

**Financial review**

The charity is located in the Pudsey Wellbeing Centre building, which is owned by the Partners at Robin Lane Medical Practice, Pudsey. From 2013, the charity leased the whole building for a notional £1 a year and, over time, became responsible for its management. However, in June 2022, as the partners needed to reclaim some of the building used by the charity for their own purposes, this arrangement ended, with building management responsibility being handed back to the Partners and the charity only having exclusive use of the ground floor and shared use of the first floor Community Hall. A written tenancy agreement was eventually signed in October 2023.

Direct financial support from the Robin Lane partners also ceased in June 2022 along with the income generated from the hiring out of rooms on the top floor. Together these changes resulted in a significant reduction in actual and potential income for the charity. Significant efforts were made to pursue grant funding for the charity and by the end of the financial year, we had secured the grants which are described below. We were also able to sub-let an office space on the ground floor which brings in a regular monthly income of £750.

In 2022-23 the Trustees were in receipt of £48,477 which is a little more than half our 2021-22 income. Expenses also decreased significantly to £74,288, and the year ended with a net annual deficit of £25,812 and a carry forward balance of £14,799.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2022 to 31 March 2023

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**Unrestricted and Designated funds**

In 2022-23, the remaining £20,610 from the Leeds Community Foundation's Resilience Fund grant (£30,000 initially awarded in 2021-22), although unrestricted, was designated for accountability purposes. It was fully used for staff salaries and recruitment costs (£17,640), the refurbishment of the office in preparation for sub-letting (£2,798), print and IT improvements (£172). The grant more than fulfilled its purpose of building the charity's resilience and enabled us to secure grant and rental income in excess of £160,000 over the next 3 years. It is a legacy that will be built upon.

Unrestricted grants were received from Leeds Warm Spaces (£2,250) as well as donations from My Pudsey (£400), and ASDA green tokens (£300). Other donations came from individuals, businesses and external voluntary groups that meet within the centre.

There has been a significant increase in contributions coming from members of our groups and the many users of Open Door, the latter being recorded as fundraising revenue. Their generosity and support is very much appreciated.

**Restricted funds**

Our annual grant from Leeds City Council's Youth Activity Fund is claimed retrospectively for specified Youth Café activities and refreshments. During the financial year, a grant of £2,254 was received in respect of relevant spending in 2021-22 and at the end of this financial year (2022-23), a claim of £2,908 was made to the Council; payment is awaited. The grant available for the same purposes in 2023-24 has been confirmed as £4,120.

In September 2022, a grant of £10,000 was received from Awards For All which was and is being used to ensure that our groups can continue to run. It covers the facilitation fees which are paid to some specialist group leaders, volunteer costs and a contribution to the centre's running costs. At the end of March 2023, £5,235 remains and will be carried forward into the next financial year.

A restricted donation of £320 was received from Pudsey Pacers for the Youth Café to be used to fund physical activities for the young people in the coming year.

We also benefitted from the National Insurance Employment Allowance, amounting to £ 2,169.

**Reserves Policy**

In order to safeguard the charity from unexpected drops in income and other difficulties as well as to enable us to take advantage of any opportunities that present themselves, trustees have confirmed the current policy of aspiring to build and maintain reserves amounting to between 3 & 6 month's running costs. Based on the last year's figures, the desired level of reserves should be between £18,572 and £37,144. The level of free reserves actually held at the year end amounted to £12,169 which is well below the desired range. After a year of uncertainty and change, we recognise the need to build up our reserves again and will monitor spending by preparing regular cash flow projections for at least 12 months ahead.

However, the future for the charity is much brighter, with grant funding from the National Lottery Reaching Communities England Fund and The Brelms Trust (respectively for staff salaries and group costs) having been secured for the next 3 years and the invaluable support of our community and generous donors. The trustees have assessed the charity's ability to continue for at least 12 months

TRUSTEES' ANNUAL REPORT

For the year from 1 April 2022 to 31 March 2023

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from the date that the accounts are approved and have complete confidence in the charity's ability to meet its liabilities as they fall due.

**Declaration**

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees.

Signature \_\_\_\_\_

Full name Jill Huggins

Position Chairperson

Date 9 December 2023

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

For the year from 1 April 2022 to 31 March 2023

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**Report to the trustees of Pudsey Wellbeing Charity Charitable Incorporated Organisation (the 'CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022, which are set out on pages 11 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 the 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 CIO as required by section 130 of the Act; or
- 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.

Signed: ..... Name: Alan Dodd, FCCA

Date: 12 December 2023

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

## STATEMENT of RECEIPTS &amp; PAYMENTS

For the year from 1 April 2022 to 31 March 2023

	Unrestricted funds	Restricted funds	Total funds 2022-23	Last year 2021-22
	£	£	£	£
<b>RECEIPTS</b>				
Room rent & hire	21,109	-	21,109	38,272
Donations	3,439	320	3,759	8,084
Fundraising & events	4,900	-	4,900	2,503
Groups	4,206	-	4,206	1,228
Grants	2,250	12,254	14,504	42,090
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total receipts</b>	<b>35,903</b>	<b>12,574</b>	<b>48,477</b>	<b>92,177</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>PAYMENTS</b>				
Staff costs	37,875	-	37,875	46,660
Premises	21,310	2,127	23,437	37,609
Equipment	681	-	681	3,340
Governance & Office	4,290	68	4,358	3,715
Group costs	1,764	5,336	7,100	3,653
Fundraising & PR	567	42	609	-
Volunteer costs	12	117	129	109
Miscellaneous	100	-	100	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total payments</b>	<b>66,599</b>	<b>7,690</b>	<b>74,288</b>	<b>95,086</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net receipts / (payments)</b>	<b>(30,696)</b>	<b>4,884</b>	<b>(25,812)</b>	<b>(2,909)</b>
<i>Transfers between funds</i>	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movement in funds after transfers</b>	<b>(30,696)</b>	<b>4,884</b>	<b>(25,812)</b>	<b>(2,909)</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<i>Cash fund balances brought forward</i>	42,865	(2,254)	40,611	43,520
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Cash funds balances carried forward</b>	<b>12,169</b>	<b>2,630</b>	<b>14,799</b>	<b>40,611</b>
	<hr/>	<hr/>	<hr/>	<hr/>

## STATEMENT OF ASSETS &amp; LIABILITIES

For the year from 1 April 2022 to 31 March 2023

	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
<b>Cash funds</b>				
Cash at bank	11,790	2,630	14,420	40,611
Cash in hand	379	--	379	-
<b>Total cash funds (reconciled)</b>	<b>12,169</b>	<b>2,630</b>	<b>14,799</b>	<b>40,611</b>

**Other Assets**

	£	
LCC Youth Activity Grant 2022-23	2,908	<i>due in 2023</i>
Utilities accounts in credit at 31.03.23	1,389	<i>balance refunded July 2023</i>

**Liabilities**

	£
Independent Examination	<u>578</u>

The financial statements were approved by the Trustees and signed on their behalf by

Signature \_\_\_\_\_

Full name Jill Huggins

Position Chairperson

Date 9 December 2023

## NOTES TO THE ACCOUNTS

For the year from 1 April 2022 to 31 March 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 registered 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 asset cost or expense 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.

Restricted funds are subject to restriction 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.

**2 Grants and donations**

	2023 Unrestricted funds	2023 Restricted funds	2023 Total funds	2022 Total Funds
Leeds CC – Business support grants	-	-	-	12,000
Leeds Community Fund (designated fund)	-	-	-	30,000
Leeds CC MICE fund	-	-	-	90
National Lottery Awards For All	-	10,000	10,000	-
Leeds Warm Spaces	2,250	-	2,250	-
Leeds Youth Activity Fund (2021-22)	-	2,254	2,245	-
Donations	3,439	320	3,759	8,084
	5,689	12,574	18,263	50,174

**3 Restricted funds**

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
Youth Activity Fund	(2,347)	2,254	2,908	93	(2,908)
NL Awards For All	-	10,000	4,782	-	5,218
Pudsey Pacers donation	-	320	-	-	320
	(2,347)	12,574	7,690	93	2,630

## NOTES TO THE ACCOUNTS

For the year from 1 April 2022 to 31 March 2023

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<b>Fund name</b>	<b>Purpose of restriction</b>
Youth Activity Fund	For youth café refreshments, materials, equipment & activities
NL Awards for All	For group & volunteer costs, and some running costs
Pudsey Pacers	For physical/outdoor activities undertaken by the Youth Café

**4 Designated fund**

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
Leeds Community (Resilience) Fund For building organisational resilience	20,610	-	20,610	-	-

**5 Donations from trustees and related parties**

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £390 (2022: £330)

**6 Trustee remuneration and benefits**

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

**7 Related party transactions**

There were no related party transactions during this year or the previous year.

**PUDSEY WELLBEING CHARITY**

England & Wales - Charity number 1153331

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# Accounts

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# PUDSEY WELLBEING CHARITY

Charitable Incorporated Organisation: 1153331

## Trustees' Annual Report & Financial Statements

1 April 2021 - 31 March 2022

TRUSTEES' ANNUAL REPORT and FINANCIAL STATEMENTS  
For the year from 1 April 2021 to 31 March 2022

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## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2021 to 31 March 2022

The Trustees present their annual report and financial statements for the year ended 31 March 2022, along with the independent examiner's report.

**Reference and administration details**

The charity is registered as Pudsey Wellbeing Charity, and is also known as “Pudsey Wellbeing Centre” and “Love Pudsey”. It was formerly registered as Robin Lane Health and Wellbeing Charity.

The charity was registered with the Charity Commission on 9 August 2013: number 1153331.

The principal office and operating address of the charity is  
23 Robin Lane, Pudsey, West Yorkshire LS28 7BR

The following charity trustees served during the financial year and up to the date of approval of the Trustees' Annual Report

Rev. Richard Dimery	<i>Chairperson</i>
Kathleen Mary Hill	<i>Vice-chair from December 2021</i>
Patricia Trenaman	<i>Treasurer</i>
Jill Huggins	
John Middleton	<i>Appointed 6 June 2022</i>
Anita Kaur Panesar	<i>Appointed 14 April 2022</i>
Eleanor Scougall	
Cllr. Trish Smith	
Carolyn Weaver	
John Welling	<i>Appointed 3 March 2022</i>
Noreen Finister	<i>Resigned 3 March 2022</i>
Geoffrey Joseph Thorne	<i>Retired 29 November 2021</i>
Isabel Vickers *	<i>Retired 29 November 2021</i>

**Structure, governance and management**

The charity is a charitable incorporated organisation (CIO) formed on 9 August 2013, governed by a constitution adopted on 27 July 2013, amended on 13<sup>th</sup> September 2018 and again on 14 February 2019 when the charity's name was changed to Pudsey Wellbeing Charity.

The charity's only voting members are its charity trustees. It is managed by a committee of at least 7 and no more than 12 trustees, of which between 6 and 10 are appointed by the trustees at a properly convened meeting and a further 1 or 2 are nominated by Robin Lane Medical Centre\*. Members serve for three years before seeking re-appointment or nomination.

We were able to retain the services of 3 part-time members of staff. Thanks are due to all staff members for their flexibility, patience and commitment during a very difficult and uncertain year.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2021 to 31 March 2022

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**Objectives and activities**

It became apparent during the 2021 Independent Examination that the objects of the charity as set out in the governing document dated 13 September 2018, were not the same as those recorded on the Charity Commission web-site. Trustees at that time had failed to request prior written permission so that currently our objectives remain as originally adopted:

- To advance health in Pudsey, both physical and mental, by providing a range of health related activities and interventions to enable people to live longer and healthier lives that are full and meaningful.
- To promote for the benefit of the inhabitants of Pudsey and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

However, following a unanimous vote in favour, trustees are currently seeking permission to change our objectives to the following:

- To support health and wellbeing, both mental and physical, by providing a social hub and network based in Pudsey.
- To provide a range of facilities for recreation activities or other leisure time occupation for the benefit of the inhabitants of Pudsey and the surrounding area.
- To improve quality of life for the general public with particular focus on the socially isolated and others who may have specific needs on account of age, disability, social or economic circumstances.

The main activities undertaken for the public benefit in relation to these objects are:

- facilitating a range of free, volunteer led activities and groups to meet within the centre
- supporting volunteering within a friendly and supportive group whilst sharing creativity, skills and/or life experiences
- hosting other providers offering services compatible with the objects of the charity
- offering opportunities for the local community to take part in, and influence the development of, a range of wellbeing initiatives and activities.

**Public benefit**

Trustees are aware of the guidance contained in the Charity Commission's general guidance on public benefit and have taken account of it when reviewing our aims and objectives and planning our future activities.

The people of Pudsey and surrounding areas benefit from having a welcoming and friendly social space within which to gather in groups pursuing a variety of interests and activities, most of which are facilitated by volunteers from the local community. The benefits include (but not exclusively) opportunities for social interaction and the reduction of isolation; provision of physically healthy activities and support; improvements in mental health through engagement with others and involvement in stimulating activities.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2021 to 31 March 2022

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All money raised at our events and from charity fundraising is used to provide free activities for the local community.

**Achievements and performance: 2021-22**

At the beginning of the financial year the country was still in the grip of the COVID pandemic but as restrictions were lifted nationally, we began to plan for the return of groups to our centre. Trustees were cautious about opening up too quickly and prioritised the safety of staff, volunteers and visitors. We continued to adapt and update our COVID risk assessments to ensure that progress was being made in the safest way, beginning with room capacity limits of 6 people per group, masks being worn at all times in the building and all windows open for good ventilation. Our staff and volunteers had to find ways of adapting to the new limitations as our volunteer-led groups had previously run as drop-in sessions. Gradually, we extended capacity limits and in February 2022 the room limits were lifted, but with everyone still asked to open windows and wear masks in hallways and stairwells.

The first groups to resume were our Breastfeeding Support Group (in May) and Youth Café (in June), with our singing groups, the Choir and Music Group, being the last to return to the centre. More spacious, alternative venues for the singing groups were arranged until they were able to return to the centre after Easter 2022.

“Open Door”, a brand new initiative, opened on 13 October 2021 offering a welcoming, comfortable and supportive space in which members of the public can come together to socialise and enjoy free, simple refreshments. Entirely run by trained volunteers, Open Door is now running on 2 mornings per week, with plans for a third session well developed. Although no charge is made for refreshments, donations are welcomed and very generously given. Our volunteers are always available to welcome people and talk but we have also noticed that others who aren't official volunteers often welcome newcomers to their table. This is exactly how we hoped the space would work and it is very rewarding to see it in action.

By the end of the financial year, we had 21 groups meeting regularly in the centre. We are delighted that all the groups that were in place before the pandemic have been able to return along with some new groups. We had 25 volunteers active across the groups, in open door and many other ways.

We applied for and received Leeds City Council Youth Activity funding for 2021-2022 and 2022-2023, ensuring that our popular Youth Café is able to continue to run on Wednesday evenings providing activities and hot food for young people. The Youth Café reopened in June 2021 with 6 young people returning and now there are a regular 14 young people attending with more joining all the time.

In April 2021 the charity was awarded £30,000 over two years from the Leeds Community Foundation's Resilience Fund. The purpose of this fund is to make the charity more resilient by giving the staff and trustees more time to make and implement strategic plans. Extra hours were allocated to the Charity Manager and Operations Manager for strategic planning and, going forward, will be used to employ a Strategic Development Officer, during the Charity Manager's maternity leave. The priority areas for this work are raising awareness, financial resilience, maximising resources, strengthening capacity and service development.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2021 to 31 March 2022

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Lease negotiations, which were initiated at the end of 2019, continued spasmodically throughout the 2021-22 financial year and at the time of writing are yet to be concluded. However, it is clear that, in future, the charity will have to adapt to much more limited space and a significant loss of income from subletting rooms on the 2<sup>nd</sup> floor of the building.

Progress on the proposed merger with Pudsey Blind Welfare continued to be delayed by the pandemic but, due to a change in circumstances, their trustees have decided not to take it any further. However, the charities will continue to work together, providing mutual support as necessary.

**Financial review**

The charity is located in the Pudsey Wellbeing Centre building, which is owned by the partners at Robin Lane Medical Practice, Pudsey. Since 2013, the charity has leased the whole building for a notional £1 a year and, in more recent years, has been responsible for its management. The partners from Robin Lane continued to provide additional financial support for the charity for which we are very grateful.

Clinicare, the administrative arm of the medical practice, continued to occupy space in the building and provided the charity with rental income and the cost of services and utility charges.

However, these arrangements changed in June 2022, with the charity now able to lease only the ground floor of the building as well as having some use of the first floor Community Hall. The rest of the building will be used for other purposes, and will mean a significant loss of income for the charity, expected to be more than 45% in 2022-23.

In 2021-22 the Trustees received a total of £92,177, which is more than £10,000 less than the previous year. As expected, expenses increased significantly to £95,086, from £71,982 in 2020-21. The year ended with a net annual deficit of £2,909 and a carry forward balance of £ 40,611.

**Unrestricted and Designated funds**

In April 2021, the charity received a £12,000 Covid Business Support grant from Leeds City Council. This grant was unrestricted.

Leeds Community Foundation's Resilience Fund grant (£30,000), although unrestricted, was designated for accountability purposes and in 2021-22 was used to fund extra staff hours allocated for strategic development work. £20,610 is being carried forward for use in the 2022-23 financial year.

**Restricted funds**

A restricted grant of £90 was received from Leeds City Council MICE (Members Incidental Community Expenses) fund to cover the cost of training for Open Door volunteers and staff.

Another restricted grant was committed by Leeds City Council Youth Activity Fund for Youth Café activities and refreshments. This annual grant is claimed retrospectively and a payment of £2,254 was received after the end of the financial year in April 2022. A further spend of £93 is being carried forward into the next year.

We also benefitted from the National Insurance Employment Allowance, amounting to £ 2,556.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2021 to 31 March 2022

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**Reserves Policy**

In order to safeguard the charity from unexpected drops in income and other difficulties as well as to enable us to take advantage of any opportunities that present themselves, trustees have confirmed the current policy of aspiring to maintain reserves amounting to between 3 & 6 month's running costs. Based on the last year's figures, the desired level of reserves should be between £23,164 and £46,328.

The level of free reserves actually held at the year-end amounted to £42,958, which is within the desired range. However, with the significant financial challenges ahead, trustees will carefully monitor the reserve fund during the coming year as we seek to find financial stability for the charity.

Throughout the financial year, cash flow projections for at least 12 months ahead have been prepared and regularly updated; they show that the charity would require new sources of funding together with costs being kept to a minimum, otherwise the future of the charity could be significantly compromised.

The trustees are continuing to monitor the situation closely so that remedial action can be taken in a timely fashion, but they have been able to secure additional grant funding which has enabled the trustees to conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

**Declaration**

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees.

Signature \_\_\_\_\_

Full name Rev. Richard Dimery

Position Chairperson

Date 15 November 2022

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

For the year from 1 April 2021 to 31 March 2022

---

**Report to the trustees of Pudsey Wellbeing Charity Charitable Incorporated Organisation (the 'CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022, which are set out on pages 9 to 12.

**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 the 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 CIO as required by section 130 of the Act; or
- 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.

Signed: ..... Name: Alan Dodd, FCCA

Date: 18 November 2022

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

## STATEMENT of RECEIPTS &amp; PAYMENTS

For the year from 1 April 2021 to 31 March 2022

	<i>note</i>	Unrestricted funds £	Restricted funds £	Total funds 2021-22 £	Last year 2020-21 £
<b>RECEIPTS</b>					
Room hire		2,194	-	2,194	1,383
Rent & service charges		36,078	-	36,078	30,067
Donations	2	8,084	-	8,084	13,418
Fundraising & events		2,503	-	2,503	418
Groups		1,228	-	1,228	318
Grants	2	42,000	90	42,090	56,893
<b>Total receipts</b>		<b>92,087</b>	<b>90</b>	<b>92,177</b>	<b>102,497</b>
<b>PAYMENTS</b>					
Staff costs		46,648	12	46,660	39,585
Premises		37,609	-	37,609	26,086
Equipment		3,340	-	3,340	1,550
Governance & Office		3,715	-	3,715	3,045
Group costs		1,306	2,347	3,653	1,676
Fundraising & PR		-	-	-	40
Volunteer costs		37	72	109	-
<b>Total payments</b>		<b>92,655</b>	<b>2,431</b>	<b>95,086</b>	<b>71,982</b>
<b>Net receipts / (payments)</b>		<b>(568)</b>	<b>(2,341)</b>	<b>(2,909)</b>	<b>30,515</b>
<i>Transfers between funds</i>		6	(6)	-	-
<b>Net movement in funds after transfers</b>		<b>(562)</b>	<b>(2,347)</b>	<b>(2,909)</b>	<b>30,515</b>
<i>Cash fund balances brought forward</i>		43,520	-	43,520	13,005
<b>Cash funds balances carried forward</b>		<b>42,958</b>	<b>(2,347)</b>	<b>40,611</b>	<b>43,520</b>

## STATEMENT OF ASSETS &amp; LIABILITIES

For the year from 1 April 2021 to 31 March 2022

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Total £
<b>Cash funds</b>				
Cash at bank	42,958	(2,347)	40,611	43,540
Cash in hand	-	-	-	-
Less uncashed cheques	-	-	-	20
<b>Total cash funds (reconciled)</b>	<b>42,958</b>	<b>(2,347)</b>	<b>40,611</b>	<b>43,520</b>
<b>Other Assets</b>			<b>£</b>	
LCC Youth Activity Grant 2021-22 (received April 2022)			2,254	
Electricity supply refund (received May 2022)			1,371	
HMRC			<u>345</u>	
			<u>4,170</u>	
<b>Liabilities</b>			<b>£</b>	
Independent Examination			<u>480</u>	

The financial statements were approved by the Trustees and signed on their behalf by

Signature \_\_\_\_\_

Full name Rev. Richard Dimery

Position Chairperson

Date 15 November 2022

## NOTES TO THE ACCOUNTS

For the year from 1 April 2021 to 31 March 2022

**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 registered 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 asset cost or expense 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.

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

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

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

**2 Grants and donations**

	2022 Unrestricted funds	2022 Restricted funds	2022 Total funds	2021 Total Funds
Leeds CC – Business support grants	12,000	-	12,000	41,571
Co-op Local Community Fund	-	-	-	5,140
Coronavirus Job Retention Scheme	-	-	-	10,182
Leeds Community Fund (designated fund)	30,000	-	30,000	
Leeds CC MICE fund	-	90	90	
Donations	8,396	-	8,396	13,418
	50,396	90	50,486	70,311

**3 Restricted funds**

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
Leeds CC Youth Activity Fund	-	-	2,347	-	(2,347)
Leeds CC MICE Fund	-	90	84	(6)	-
	-	90	2,431	(6)	(2,347)

**Fund name****Purpose of restriction**

LCC Youth Activity Fund

For Youth Café activities and refreshments; paid retrospectively

LCC MICE Fund

For on-line training in food handling for staff and "Open Door" volunteers.

## NOTES TO THE ACCOUNTS

For the year from 1 April 2021 to 31 March 2022

**4 Designated fund**

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	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
Leeds Community (Resilience) Fund	-	30,000	9,390	-	20,610

Designated to cover some staff costs from 2021-22.

**5 Trustee expenses**

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

**6 Related party transactions**

There were no related party transactions during this year or the previous year.

**7 Payroll administration changes**

From July 2021, payroll has been administered by Voluntary Action Leeds (VAL); prior to that date, payroll was dealt with in-house, using SAGE.

**PUDSEY WELLBEING CHARITY**

England & Wales - Charity number 1153331

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# Accounts

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# PUDSEY WELLBEING CHARITY

Charitable Incorporated Organisation: 1153331

## Trustees' Annual Report & Financial Statements

1 April 2020 - 31 March 2021

TRUSTEES' ANNUAL REPORT and FINANCIAL STATEMENTS  
For the year from 1 April 2020 to 31 March 2021

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## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2020 to 31 March 2021

The Trustees present their annual report and financial statements for the year ended 31 March 2021, along with the independent examiner's report.

### Reference and administration details

The charity is registered as Pudsey Wellbeing Charity, and is also known as “Pudsey Wellbeing Centre” and “Love Pudsey”. It was formerly registered as Robin Lane Health and Wellbeing Charity.

The charity was registered with the Charity Commission on 9 August 2013: number 1153331.

The principal office and operating address of the charity is  
23 Robin Lane, Pudsey, West Yorkshire LS28 7BR

The following charity trustees served during the financial year and up to the date of approval of the Trustees' Annual Report

Kathleen Mary Hill	<i>Chairperson to November 2020</i>
Linda Braham (Belderson) *	<i>Resigned November 2020</i>
Rev. Richard Dimery	<i>Chairperson from November 2020</i>
Noreen Finister	
Eleanor Scougall	
Geoffrey Joseph Thorne	
Patricia Trenaman	<i>Treasurer</i>
Isabel Vickers *	
Carolyn Weaver	
Cllr. Patricia Smith	
Jill Huggins	<i>Appointed January 2021</i>

### Structure, governance and management

The charity is a charitable incorporated organisation (CIO) formed on 9 August 2013, governed by a constitution adopted on 27 July 2013, amended on 13<sup>th</sup> September 2018 and again on 14 February 2019 when the charity's name was changed to Pudsey Wellbeing Charity.

The charity's only voting members are its charity trustees. It is managed by a committee of at least 7 and no more than 12 trustees, of which between 6 and 10 are appointed by the trustees at a properly convened meeting and a further 1 or 2 are nominated by Robin Lane Medical Centre\*. Members serve for three years before seeking re-appointment or nomination.

We were able to retain the services of 3 part-time members of staff including our charity manager who, at her own request, returned from maternity leave on reduced hours in May 2020. By adjusting responsibilities, we were able to offer her temporary replacement a different role, on reduced hours. Thanks are due to all staff members for their flexibility, patience and commitment during a very difficult and uncertain year.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2020 to 31 March 2021

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**Objectives and activities**

The objects of the charity, which are set out in its governing document as amended on 13 September 2018, are

- 1 To support health and wellbeing, both mental and physical, by creating a social hub and network based at our centre in Pudsey.
- 2 To provide a range of facilities for recreation activities or other leisure time occupation for the benefit of the inhabitants of Pudsey and the surrounding area.
- 3 To improve quality of life for the general public with particular focus on the socially isolated and others who may have specific needs on account of age, disability, social or economic circumstances.

The main activities undertaken for the public benefit in relation to these objects are:

- the provision of space within Pudsey Wellbeing Centre for a range of free, volunteer led activities
- a range of activities, services and community events offered through the social, health and volunteering sector.

Through our volunteer programme the local community can be inspired to get involved and engage with our town. As volunteers, they have every opportunity to be creative whilst sharing their skills and/or life experiences and being part of a friendly and supportive group.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

The people of Pudsey and surrounding areas benefit from having a welcoming and friendly social space within which to gather in groups pursuing a variety of interests and activities, which are facilitated by volunteers from the local community. The benefits include (but not exclusively) opportunities for social interaction and the reduction of isolation; provision of physically healthy activities and support; improvements in mental health through engagement with others and involvement in stimulating activities.

All money raised at our events and from charity fundraising is used to provide free activities for the local community.

**Achievements and performance: 2020-21**

The Covid-19 pandemic had a profound affect on all aspects of the charity's activities in the 2020-21 financial year. None of our established groups were able to meet and room hire bookings from other organisations and individuals ceased entirely. However, Clinicare, the administrative arm of the Robin Lane Medical Practice, continued to work within the building and provided the charity with much needed income. Café Lux, which occupied space on the ground floor of the Centre, closed its doors in March 2020 and subsequently went out of business.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2020 to 31 March 2021

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The introduction of the Government's "Job Retention Scheme" enabled us to avoid making any redundancies. From April – September 2020 and again from January – March 2021, claims for furlough payments were made. Initially, this meant that we were unable to access staff services at all but later, when some flexibility was introduced, a partial return to work was possible. Towards the end of the year, trustees agreed to top up the furlough payments so that staff were paid their full gross salary for the year.

Trustees continued to meet virtually throughout the year and ensured that day to day management of the building and the charity was maintained whilst staff were furloughed. Towards the end of 2019, trustees met with the Robin Lane partners to begin discussions about reviewing and renewing our lease. Inevitably, these discussions were adversely affected by the pandemic and at the time of writing, this issue is still outstanding.

When they did return to work, staff worked mainly from home with only occasional visits to the Centre to address specific issues. Early preparations were made to enable home working; 3 new laptops were purchased and upgrades were made to our broadband connection and computer software. Staff team meetings were held virtually and the office was relocated to a more spacious and suitable room within the building.

Throughout the year, close attention was paid to Government's pandemic guidance and regulation and suitable preparations were made for a safe and orderly return by groups. Covid online training was undertaken by staff and trustees. Working with group leaders, comprehensive risk assessments were drawn up but as circumstances and guidance changed, these preparations were regularly adjusted and the opening up, originally anticipated to begin in September, did not start until April 2021.

A wider review of the use of the building was also undertaken. In particular, can better use be made of both outdoor and indoor space, especially the area vacated by Café Lux? Plans for reconfiguring these spaces have been discussed and will be taken forward in the context of the lease negotiations. It was agreed that rather than setting up a new commercial café, the space will be re-launched as "Open Door", offering a friendly gathering place for the community, with basic refreshments available without charge, and run entirely by volunteers who are trained in support, signposting and food hygiene. "Open Door" is planned to open in the autumn of 2021.

Every effort has been made to keep contact with volunteers, without having the facility for face to face meetings. A new format has been developed for a regular newsletter which is published online and distributed in hard copy. We are making better use of social media in reaching out to volunteers and the wider community, with regular postings on Facebook. In October, with guidance from a local historian, we created and published an information map of a remembrance walk around Pudsey with stops at sites related to World War 1 and World War 2. This was an effort to engage people in the community at a time when pandemic restrictions were at their strictest.

Window displays, created at Christmas and spring time with contributions from volunteers, were used as a reminder that the charity is active and planning to open up as soon as it is safe and prudent to do so. A questionnaire completed by group leaders and volunteers indicated a strong desire to return to the Centre as soon as possible. The community gardening group was active at times throughout the year, working hard to improve the Centre garden with new planting and create a colourful and cheerful welcome to the building.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2020 to 31 March 2021

The merger with Pudsey Blind Welfare is still planned but progress has also been delayed by the pandemic. However, group members were sent birthday and Xmas cards and gifts in accordance with the agreement made last year.

**Financial review**

The charity is located in the Pudsey Wellbeing Centre building, which is owned by the partners at Robin Lane Medical Centre, Pudsey. The charity leases the building for a notional £1 a year and is responsible for its management. The partners from Robin Lane continue to provide additional financial support for the charity for which we are very grateful.

Clinicare, the administrative arm of the medical practice, continued to occupy space in the building and provide the charity with rental income and cover services and utility charges. Whilst the rest of the building was largely unoccupied, the charity was happy for Clinicare to spread out into empty rooms so that safe working conditions could be put in place for their staff.

In total, the Trustees received a total of £102,497 in 2020-21, which is a slight decrease on the previous year. As expected, overall expenses decreased significantly to £ 71,982 from £ 103,722 in 2019-20.

**Restricted funds**

Restricted funds of £10,182 were received during the year, wholly from the Coronavirus Job Retention Scheme.

**Impact of Covid-19**

Towards the end of the previous financial year, the charity was facing the devastating loss of more than 60% of its expected income and, for a time, its future was materially in doubt. With the very timely introduction of the government's Job Retention Scheme and Leeds City Council's Coronavirus grant schemes and support, staff redundancies were avoided. At the time of writing, the charity's immediate future has been secured and we are looking forward to being able to rebuild our services.

During this very unusual year when all our normal activities were suspended, the charity was only able to survive through financial support received from

UK Government: Job Retention Scheme	£ 10,182
Leeds City Council: Business Support Grants	£ 41,571
Cooperative Local Community Fund	£ 5,140

We also benefitted from the suspension of Business Rates and from the National Insurance Employment Allowance, amounting to £ 3,430 and £ 1,820 respectively.

Cash flow projections for at least 12 months ahead have been prepared and regularly updated; they show that, with current income levels and costs kept to a minimum, the charity should be viable for at least another year. In the meantime, however, significant efforts will be made to generate more income through local fundraising, grant funding and, when circumstances allow, room hire.

## TRUSTEES' ANNUAL REPORT

For the year from 1 April 2020 to 31 March 2021

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Reserves Policy

In order to safeguard the charity from unexpected drops in income and other difficulties as well as to enable us to take advantage of any opportunities that present themselves, trustees have confirmed the current policy of aspiring to maintain reserves amounting to 3 & 6 month's running costs. Based on the last (normal) year's figures, the desired level of reserves should be between £22,844 and £45,689.

The level of reserves actually held at the year end amounted to £43,520 which is well within the desired range but has been achieved from the most exceptional circumstances. Trustees will carefully monitor the reserve fund during the coming year as we move towards a "new normality" for the community and the charity.

The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

**Declaration**

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees.

Signature \_\_\_\_\_

Full name Rev. Richard Dimery

Position Chairperson

Date 29 November 2021

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

For the year from 1 April 2020 to 31 March 2021

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**Report to the trustees of Pudsey Wellbeing Charity Charitable Incorporated Organisation (the 'CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, 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 the 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 CIO as required by section 130 of the Act; or
- 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.

Signed: ..... Name: Alan Dodd, FCCA

Date: 29 November 2021

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

## STATEMENT of RECEIPTS &amp; PAYMENTS

For the year from 1 April 2020 to 31 March 2021

	Unrestricted funds	Restricted funds	Total funds 2020-21	Last year 2019-20
	£	£	£	£
<b>RECEIPTS</b>				
Room rent & hire	31,450	-	31,450	65,048
Donations	13,418	-	13,418	18,848
Fundraising & events	418	-	418	3,924
Groups	318	-	318	5,308
Grants	46,711	10,182	56,893	4,558
Other income	-	-	-	8,210
<b>Total receipts</b>	<b>92,315</b>	<b>10,182</b>	<b>102,497</b>	<b>105,896</b>
<b>PAYMENTS</b>				
Staff costs	29,403	10,182	39,585	45,937
Premises	26,086	-	26,086	44,299
Equipment	1,550	-	1,550	326
Governance & Office	3,045	-	3,045	3,743
Group costs	1,676	-	1,676	6,508
Fundraising & PR	40	-	40	1,653
Volunteer costs	-	-	-	952
Miscellaneous	-	-	-	304
<b>Total payments</b>	<b>61,800</b>	<b>10,182</b>	<b>71,982</b>	<b>103,722</b>
<b>Net receipts / (payments)</b>	<b>30,515</b>	<b>-</b>	<b>30,515</b>	<b>2,174</b>
<i>Transfers between funds</i>	-	-	-	-
<b>Net movement in funds after transfers</b>	<b>30,515</b>	<b>-</b>	<b>30,515</b>	<b>2,174</b>
<i>Cash fund balances brought forward</i>	13,005	-	13,005	10,831
<b>Cash funds balances carried forward</b>	<b>43,520</b>	<b>-</b>	<b>43,520</b>	<b>13,005</b>

## STATEMENT OF ASSETS &amp; LIABILITIES

For the year from 1 April 2020 to 31 March 2021

	2020 Unrestricted £	2020 Restricted £	2021 Total £	2020 Total £
<b>Cash funds</b>				
Cash at bank	43,540	-	43,540	13,005
Cash in hand	-	-	-	-
Less uncashed cheques	<u>20</u>	<u>-</u>	<u>20</u>	<u>-</u>
<b>Total cash funds (reconciled)</b>	<u>43,520</u>	<u>-</u>	<u>43,520</u>	<u>13,005</u>
<b>Other Assets</b>			<b>£</b>	
HMRC/NEST			<u>509</u>	
<b>Liabilities</b>			<b>£</b>	
Independent Examination			<u>480</u>	

The financial statements were approved by the Trustees and signed on their behalf by

Signature \_\_\_\_\_

Full name Rev. Richard Dimery

Position Chairperson

Date 29 November 2021

## NOTES TO THE ACCOUNTS

For the year from 1 April 2020 to 31 March 2021

**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 registered 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 asset cost or expense 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.

Restricted funds are subject to restriction 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.

**2 Grants and donations**

	2021 Unrestricted funds	2021 Restricted funds	2021 Total funds	2020 Total Funds
Leeds CC – Business support grants	41,571	-	41,571	-
Co-op Local Community Fund	5,140	-	5,140	-
Coronavirus Job Retention Scheme	-	10,182	10,182	-
Leeds CC Wellbeing Fund reimbursement	-	-	-	2,444
Leeds CC grant for community garden	-	-	-	150
Leeds CC Youth Activity Fund	-	-	-	1,964
Donations	13,418	-	13,418	18,848
	<u>60,129</u>	<u>10,182</u>	<u>70,311</u>	<u>23,406</u>

**3 Restricted funds**

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
Coronavirus Job Retention Scheme	-	10,182	10,182	-	-
	-	<u>10,182</u>	<u>10,182</u>	-	-

**Fund name**

Coronavirus Job Retention Scheme

**Purpose of restriction**

To facilitate the retention of employees during periods of lockdown and reduced activity, as a result of restrictions during the coronavirus pandemic.

NOTES TO THE ACCOUNTS

For the year from 1 April 2020 to 31 March 2021

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**4 Trustee expenses**

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

**5 Related party transactions**

There were no related party transactions during this year or the previous year.