

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 13th 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.

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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.

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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.

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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.

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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

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 & PAYMENTS

For the year from 1 April 2020 to 31 March 2021

	Unrestricted funds	Restricted funds	Total funds 2020-21	Last year 2019-20
	£	£	£	£
RECEIPTS				
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
Total receipts	92,315	10,182	102,497	105,896
PAYMENTS				
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
Total payments	61,800	10,182	71,982	103,722
Net receipts / (payments)	30,515	-	30,515	2,174
<i>Transfers between funds</i>	-	-	-	-
Net movement in funds after transfers	30,515	-	30,515	2,174
<i>Cash fund balances brought forward</i>	<i>13,005</i>	<i>-</i>	<i>13,005</i>	<i>10,831</i>
Cash funds balances carried forward	43,520	-	43,520	13,005

STATEMENT OF ASSETS & LIABILITIES

For the year from 1 April 2020 to 31 March 2021

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

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
	60,129	10,182	70,311	23,406

3 Restricted funds

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

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

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.