

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 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. 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

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.

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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.

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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 2nd 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.

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For the year from 1 April 2021 to 31 March 2022

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 & PAYMENTS

For the year from 1 April 2021 to 31 March 2022

		Unrestricted funds	Restricted funds	Total funds 2021-22	Last year 2020-21
	<i>note</i>	£	£	£	£
RECEIPTS					
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
Total receipts		92,087	90	92,177	102,497
PAYMENTS					
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	-
Total payments		92,655	2,431	95,086	71,982
Net receipts / (payments)		(568)	(2,341)	(2,909)	30,515
<i>Transfers between funds</i>		6	(6)	-	-
Net movement in funds after transfers		(562)	(2,347)	(2,909)	30,515
<i>Cash fund balances brought forward</i>		43,520	-	43,520	13,005
Cash funds balances carried forward		42,958	(2,347)	40,611	43,520

STATEMENT OF ASSETS & LIABILITIES

For the year from 1 April 2021 to 31 March 2022

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Total £
Cash funds				
Cash at bank	42,958	(2,347)	40,611	43,540
Cash in hand	-	-	-	-
Less uncashed cheques	-	-	-	20
Total cash funds (reconciled)	<u>42,958</u>	<u>(2,347)</u>	<u>40,611</u>	<u>43,520</u>
Other Assets			£	
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>	
Liabilities			£	
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

	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.