

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 & 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 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

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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.

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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.

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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:

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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.

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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

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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

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 & PAYMENTS

For the year from 1 April 2022 to 31 March 2023

	Unrestricted funds	Restricted funds	Total funds 2022-23	Last year 2021-22
	£	£	£	£
RECEIPTS				
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
Total receipts	35,903	12,574	48,477	92,177
PAYMENTS				
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	-
Total payments	66,599	7,690	74,288	95,086
Net receipts / (payments)	(30,696)	4,884	(25,812)	(2,909)
<i>Transfers between funds</i>	-	-	-	-
Net movement in funds after transfers	(30,696)	4,884	(25,812)	(2,909)
<i>Cash fund balances brought forward</i>	42,865	(2,254)	40,611	43,520
Cash funds balances carried forward	12,169	2,630	14,799	40,611

STATEMENT OF ASSETS & LIABILITIES

For the year from 1 April 2022 to 31 March 2023

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

Fund name	Purpose of restriction
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.