

# PUDSEY WELLBEING CHARITY

Charitable Incorporated Organisation: 1153331

## Trustees' Annual Report & Financial Statements

1 April 2023 - 31 March 2024

TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS

For the year from 1 April 2023 to 31 March 2024

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**TRUSTEES' ANNUAL REPORT**

For the year from 1 April 2023 to 31 March 2024

The Trustees present their annual report and financial statements for the year ended 31 March 2024, 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>	<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**

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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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
- 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.

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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.

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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.

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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.

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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>	<b>12,169</b>	<b>2,360</b>	<b>14,799</b>	<b>40,611</b>
<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 &amp; LIABILITIES

For the year from 1 April 2023 to 31 March 2024

		2024 Unrestricted £	2024 Restricted £	2024 Total £	2023 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>		35,706	(3,966)	31,740	14,799
<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
Totals	2,630	48,699	55,295	-	(3,966)

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

National Lottery Reaching Communities

For staff salaries &amp; costs

Youth Activity Fund

For youth café refreshments, materials, equipment &amp; activities

NL Awards for All

For group &amp; volunteer costs, and some running costs

The Brelms Trust

For group &amp; 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.