

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

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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.

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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

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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

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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

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 & PAYMENTS

For the year from 1 April 2024 to 31 March 2025

	Unrestricted funds	Restricted funds	Total funds 2024-25	Last year 2023-24
	£	£	£	£
RECEIPTS				
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
Total receipts	31,017	45,685	76,702	81,532
PAYMENTS				
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
Total payments	13,727	42,340	56,067	64,591
Net receipts / (payments)	17,290	3,345	20,635	16,941
<i>Transfers between funds</i>			-	-
Net movement in funds after transfers	17,290	3,345	20,635	16,941
<i>Cash fund balances brought forward</i>	35,706	(3,966)	31,740	14,799
Cash funds balances carried forward	52,996	(621)	52,376	31,740

STATEMENT OF ASSETS & LIABILITIES

As of 31 March 2025

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

For staff salaries & costs; strategic planning
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.