

STAPLE HILL COMMUNITY HUB

England & Wales · Charity number 1156184

Details

Other names OUR PLACE COMMUNITY FLAT

Status Registered

Legal form CIO

Registered 2014-03-14

Register [View on the Charity Commission register](#)

Contact

Address 1a Berkeley House
Berkeley Road
Staple Hill
Bristol
BS16 5HS

Phone 01454868374

Email hello@staplehillcommunityhub.org.uk

Website <http://staplehillcommunityhub.org.uk/>

Activities

Objects: TO FURTHER OR BENEFIT THE RESIDENTS OF STAPLE HILL AND THE NEIGHBOURHOOD, WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING TOGETHER THE SAID RESIDENTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE FOR THE RESIDENTS. IN FURTHERANCE OF THESE OBJECTS BUT NOT OTHERWISE, THE TRUSTEES SHALL HAVE POWER: TO ESTABLISH OR SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE AND TO MAINTAIN OR MANAGE OR CO-OPERATE WITH ANY STATUTORY AUTHORITY IN THE MAINTENANCE AND MANAGEMENT OF SUCH A CENTRE FOR ACTIVITIES PROMOTED BY THE CHARITY IN FURTHERANCE OF THE ABOVE OBJECTS.

Activities: To further or benefit the residents of Staple Hill without distinction of sex, sexual orientation, race, political, religious or other opinions by working together residents, local authorities, voluntary and other organisations in a common effort to advance education, provide facilities in the interests of social welfare with the objective of improving the conditions of life for the residents.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£55,768	£71,712	-	-
2024-03-31	£80,235	£70,152	-	-
2023-03-31	£58,350	£55,345	-	-
2022-03-31	£51,011	£45,764	-	-
2021-03-31	£58,734	£44,727	-	-

Trustees

Name	Role	Appointed
Carolyn Anne Donoghue		2025-03-20
DAVID EVAN JAMES		2014-01-23
Elizabeth Mary Blestowe		2024-04-18
Ian Scott		2025-02-20
Irene Draper		2024-11-21
Michael Richard Bell		2019-07-15
Timothy James Rawling		2026-02-25

STAPLE HILL COMMUNITY HUB

England & Wales - Charity number 1156184

Accounts

**STAPLE HILL COMMUNITY HUB
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2025**

Charity Number 1156184

STAPLE HILL COMMUNITY HUB

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

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STAPLE HILL COMMUNITY HUB

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2025

Status

The Hub was registered as a Charitable Incorporated Organisation on 14 March 2014 with charity number 1156184.

Members of the Board of Trustees

The trustees who served during the period and since the period-end were as follows:

William Lee	Chair & Treasurer (Stood down as Chair 19/9/24, resigned as Trustee 21/11/24, reappointed as Trustee and Chair 21/2/25)
Tracey McCarthy	Trustee (Appointed 20/6/24 Chair 19/9/24 Resigned 2/25)
Clive Heath	Trustee (Stood down Jan 2025 and re appointed 20/3/25)
Angela Bragg	Trustee (Stood down July 2025)
David James	Trustee
Michael Bell	Trustee
Lynne Pick	Trustee (Resigned June 2024)
Mary Blestowe	Trustee (appt 18 April 2024)
Irene Draper	Trustee (appt 21 November 2024)
Ian Scott	Trustee (appt 20 February 2025)
Carolyn Donoghue	Trustee (appt 20 March 2025)
Sandra Holt	Trustee (resigned May 2024)
Lorraine Millard	Trustee (appt 17 October 2024, resigned March 2025)
Alice Hall	Trustee (resigned May 2024)
Gareth Raymond	Trustee (appt 18 September 2025)

Secretary to the Board of Trustees

Carolyn Donoghue, Staple Hill Community Hub, 1a Berkeley House, Berkeley Road, Staple Hill, South Glos., BS16 5HS

Principal Office

1a Berkeley House, Berkeley Road, Staple Hill, Bristol, BS16 5HS

Independent examiner

Paul Brown FCIE DChA, Rose & Leaf Ltd, Suite 2 14 – 15 Triangle South, Bristol BS8 1EY

Bankers

Lloyds Bank Plc, PO Box 1000, BX1 1LT

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2025

The Trustees have pleasure in presenting this report and the unaudited financial statements of the Charitable Incorporated Organisation (CIO) for the period ended 31 March 2025.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Trustee selection methods

The CIO operates under a 'Foundation' model constitution where the only voting members are its charity trustees. Trustee appointments are made as follows:

Appointed Trustees: Apart from the first charity trustees, every appointed trustee must be appointed for a term up until the AGM following their appointment. They, and any trustees being appointed at the AGM, can then be appointed for a term of three years by resolution passed at the AGM. In selecting individuals for appointment, the charity trustees must have regard to the skills, knowledge and experience needed for effective administration of the CIO. At least two trustees should be members of the local community.

Nominated Trustees: The constitution provides for the Staple Hill Partnership to appoint up to two charity trustees for three-year terms. However, the Staple Hill Partnership was dissolved at the end of 2023, making this provision inoperative. The constitution has not yet been updated to reflect this change.

General Requirements: There must be at least six charity trustees, with a maximum of twelve. All trustees must be natural persons aged 16 or over (with at least one trustee aged 18 or over). Trustees who have served three consecutive three-year terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least one year.

Additional Information

Policies and procedures adopted for the induction and training of trustees: The trustees regularly review and update the Hub's policies, including Safeguarding, Equalities and Data Protection policies, ensuring they are fitting and proportionate. All trustees are involved in this process.

The charity's organisational structure and any wider network: The Hub operates from a ground floor flat within a social housing estate, directly embedded in the community it serves. The organisational structure includes a small professional staff team (Hub Manager, Assistant Manager, Admin Assistant, Lunch Club Manager, Cleaner) and a Board of Trustees.

The Hub works collaboratively with statutory bodies, community organisations, other charities, and local service providers including South Gloucestershire Council, local ward councillors, Kingswood Job Centre, various community learning organisations, local churches, schools, and housing providers.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2025

OBJECTIVES AND ACTIVITIES

Summary of the purposes of the charity as set out in its governing document

The Staple Hill Community Hub was established in 2007 with the core mission to reduce deprivation, support those experiencing disadvantage, and build community resilience in Staple Hill. The organisation benefits residents of the Staple Hill neighbourhood in South Gloucestershire. The services provided are generally free or involve a small charge and are open to the general public, with the majority of users being from the Staple Hill area. The Hub operates from a ground floor flat within a housing estate, strategically located in an area ranked among the 15% most deprived in England, ensuring direct access to those who benefit most.

The Hub's strategic aims are:

- Creating a welcoming and supportive environment
- Promoting social connections and reducing isolation
- Building community resilience through the provision of resources
- Supporting skills development, confidence, and independence

Summary of the main activities in relation to those purposes for the public benefit

The Hub's service delivery model focuses on practical interventions across key areas: food security initiatives, employment support programs, social and community activities, and skills development opportunities. Activities include:

Lunch Club: Operates twice weekly, catering to vulnerable adults and the elderly to combat social isolation, poverty, and health disparities. Provides nutritious, subsidised two-course meals in a welcoming social atmosphere.

Job Searchers Support Group (JSSG): A weekly group providing tailored employment support for those facing significant barriers to entering the workforce, including personalised CV development, online application assistance, interview training, and IT skills coaching. Also offers a Benefits Advice service.

Singing for the Brain: A weekly group activity using singing and vocal exercises to help improve brain activity and well-being, supporting people with physical/neuro disabilities, including stroke and those living with dementia, along with their carers and families.

Friendship and Exercise Clubs: Three groups that encourage older people to stay active and form new social connections, tackling isolation among elderly residents.

Emergency Food Parcels: Provides immediate aid with food and hygiene essentials during financial crises, bill shocks, or while awaiting food bank referrals, without requiring formal referrals.

Children's Services: Terrapins After School Club provides opportunities for children aged 6-11 to socialise, play, exercise, and includes a light meal. Sprouts is an after-school gardening and nature club for children aged 7-11, promoting gardening skills and biodiversity.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2025

Additional Services: Coffee Mornings offer a warm social space with complementary refreshments. Fresh Air and Free Food is a children's school holiday breakfast event held in Page Park. The Hub also provides signposting services, affordable kitchen use for local families, and room hire for aligned groups.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit

The trustees have had regard to the guidance issued by the Charity Commission on public benefit. The Hub's activities are designed to address identified community needs and are developed through ongoing community consultation and responsive adaptation to emerging needs, ensuring maximum impact and efficient resource use for public benefit. The Hub has and implements an Equality and Diversity Policy to ensure services are equally accessible to all.

Additional Information

Contribution made by volunteers: The Hub's operations are heavily reliant on its 50 dedicated volunteers who form the backbone of the organisation. Volunteers contribute to various services including the Job Searchers Support Group, Lunch Clubs, children's gardening group, friendship clubs, emergency food parcels, and one-off events. Their collective contribution touched over 4,500 lives this year.

Achievements and Performance

Summary of the main achievements of the charity

In 2024-25, Staple Hill Community Hub positively impacted over 4,500 lives through direct services and community connections. This includes 787 direct beneficiaries (individuals attending programs and services) and 3,800 indirect beneficiaries (family members, carers, and broader community members who benefit from the Hub's work).

Key achievements include:

Lunch Club: Saw a 61% increase in attendance, growing from 968 to 1,524 attendances per year, serving 1,524 meals over 92 sessions. Exceeded its target of 1,350 attendances by 13%. This service significantly reduces isolation, improves nutrition, and fosters social connections.

Job Searchers Support Group (JSSG): Supported 46 individuals (up from 28 in 2023-24) and achieved 17 placements into employment, training, or volunteering, exceeding its target of 15. Total attendee visits reached 236 against a target of 150 (157% of target).

Singing for the Brain: Had 422 total attendee visits over 49 sessions, exceeding its target of 400 (106% of target). This program helps improve brain activity, reduces social isolation, and provides peer support for those with long-term health conditions.

Friendship Clubs: Combined attendances totalled 1,830 across three groups, with the Tuesday club notably exceeding its target of 400 by 36%. These clubs are very popular with elderly residents and help tackle isolation.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2025

Emergency Food Parcels: Provided 72 food parcels over the year, supporting 88 adults and 24 children, offering immediate help without referral barriers.

Children's Services: Terrapins After School Club provided a safe, nurturing environment with 169 attendees over 34 sessions. Sprouts gardening club had 139 attendees over 23 sessions.

Room Hire: Generated £1,457 in income, surpassing its target of £1,200 by 26%.

Additional Information

Performance of fundraising activities against objectives set: The Hub's finances for 2024-25 showed a deficit of £17k, which does not pose an immediate threat due to healthy reserves. Fundraising efforts included £23,200 from the Service Level Agreement with South Gloucestershire Council. Other income sources totalled £13,949 in grants and donations, including £4,710 from Quartet Community Foundation, over £1,000 in local donations, and £1,500 from a local charitable trust. A significant achievement was securing three-year funding from The National Lottery, providing crucial financial stability moving forward.

Financial Review

Review of the charity's financial position at the end of the period

The Staple Hill Community Hub ended the 2024-25 financial year with a deficit of £17,000. The main source of income remained the funding from South Gloucestershire Council under their service level agreement, which has remained constant for several years despite increasing costs due to inflation and new services.

Statement explaining the policy for holding reserves stating why they are held

The Hub's policy is to maintain a healthy level of reserves to provide financial stability and enable the organisation to continue its services despite fluctuations in income or unexpected costs. Reserves are held to ensure that the Hub can address the need for new income sources from a position of strength and to safeguard against immediate cutbacks.

Amount of reserves held

At the year-end unrestricted reserves stood at £65,616 which represents 90% of the level of outgo for the year.

Explanation of any uncertainties about the charity continuing as a going concern

There are no uncertainties about the charity continuing as a going concern. While the Hub ended the year with a deficit, this is mitigated by the healthy level of reserves. Furthermore, the recently secured three-year funding from The National Lottery provides significant financial stability, ensuring the future of essential services for Staple Hill residents.

Additional Information

The charity's principal sources of funds: Service Level Agreement funding from South Gloucestershire Council (main source), other South Gloucestershire grants, grants from organisations such as Quartet Community Foundation and National Lottery, donations, income from room hire and activities, and interest income on reserves.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2025

Risk review

The trustees confirm that the major risks, to which the organisation is exposed, as identified by it, have been reviewed and systems have been established to manage these risks. Internal risks are minimised by the implementation of effective internal control procedures, which ensure both appropriate authorisation of all transactions and projects and consistent quality of delivery for all operational aspects of the organisation. These procedures are periodically reviewed for their continuing effectiveness.

Organisational structure

The charity is run by the Trustees who meet on a regular basis. Powers are delegated to officers and volunteers as and when appropriate.

Responsibilities of the Trustees

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent; state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Principal Office
1a Berkeley House
Berkeley Road
Staple Hill
Bristol
BS16 5HS

Signed by order of the trustees

William Lee
Treasurer

Approved by the Trustees on

STAPLE HILL COMMUNITY HUB

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAPLE HILL COMMUNITY HUB

YEAR ENDED 31 MARCH 2025

I report on the accounts of the Charitable Incorporated Organisation for the year ended 31 March 2025, which are set out on pages 8 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act and the regulations made there underhave not been met;
- or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P S Brown

Paul Brown FCIE DChA
Rose & Leaf Ltd

2 Ger Y Mynydd
Hirwaun
Aberdare
CF44 9RD

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STAPLE HILL COMMUNITY HUB
RECEIPTS AND PAYMENTS ACCCOUNTS
YEAR ENDED 31 MARCH 2025

	Unrestricted Funds £	Restricted Funds £	Year Ended 31-Mar-25 £	Year Ended 31-Mar-24 £
RECEIPTS				
South Gloucestershire Council - Service Level Agreement	23,200	-	23,200	23,200
Other grants & donations	4,468	13,837	18,305	29,032
Rental income	1,582	-	1,582	3,535
Friendship & Exercise Club	5,502	-	5,502	3,544
Lunch Club	4,686	-	4,686	3,496
Staple Hill Reneneration Project	-	-	-	16,709
Investment income	2,493	-	2,493	719
	<u>41,931</u>	<u>13,837</u>	<u>55,768</u>	<u>80,235</u>
PAYMENTS				
Salary	33,396	-	33,396	22,638
Friendship & Exercise Club	8,460	1,627	10,087	7,307
Lunch club	3,752	5,250	9,002	6,759
Terrapins after school club	1,839	902	2,741	1,398
Job searchers Support Group	-	1,505	1,505	2,420
Emergency Food Parcels	-	1,819	1,819	1,040
Fresh Air & Free Food	83	217	300	379
Volunteer Support costs	755	-	755	585
Christmas Events	386	661	1,047	1,095
Remembrance Sunday	9	964	973	-
Singing for the brain	280	1,155	1,435	422
Bee Bold & Sprouts	315	1,766	2,081	10,069
Kids Lunch club	-	-	-	61
Coffee Morning	30	4	34	314
Staple Hill Christmas Tree	-	2,133	2,133	860
Staple Hill Signpost newsletter	381	430	811	235
Overheads	1,329	3,185	4,514	5,938
Fundraising	79	-	79	382
Staple Hill Partnership	-	-	-	8,250
	<u>51,094</u>	<u>21,618</u>	<u>72,712</u>	<u>70,152</u>
Net of receipts/(payments)	(9,163)	(7,781)	(16,944)	10,083
Cash funds as at 31 March 2024	<u>74,798</u>	<u>8,772</u>	<u>83,570</u>	<u>73,487</u>
Cash funds as at 31 March 2025	<u>65,635</u>	<u>991</u>	<u>66,626</u>	<u>83,570</u>

STAPLE HILL COMMUNITY HUB

STATEMENT OF ASSETS AND LIABILITIES

AT 31 MARCH 2025

	Unrestricted Funds £	Restricted Funds £	Year Ended 31-Mar-25 £	Year Ended 31-Mar-24 £
CASH FUNDS				
Current account	12,514	990	13,504	32,998
Deposit account	52,493	-	52,493	50,000
Petty Cash	629	-	629	572
Total Cash Fund	<u>65,636</u>	<u>990</u>	<u>66,626</u>	<u>83,570</u>
Assets				
Other debtors	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
LIABILITIES				
Other Creditors	-	-	-	-
Independent examiners fee	<u>200</u>	<u>-</u>	<u>200</u>	<u>200</u>

Signed by the trustee on behalf of the board of trustees

.....
William Lee (Treasurer)

.....

STAPLE HILL COMMUNITY HUB

England & Wales - Charity number 1156184

Accounts

**STAPLE HILL COMMUNITY HUB
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2024**

Charity Number 1156184

STAPLE HILL COMMUNITY HUB

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2024

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STAPLE HILL COMMUNITY HUB

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2024

Status

The Hub was registered as a Charitable Incorporated Organisation on 14 March 2014 with charity number 1156184.

Members of the Board of Trustees

The trustees who served during the period and since the period-end were as follows:

William Lee	Chair & Treasurer (resigned December 2023 reappointed Feb 2024) stood down as Chair July 2024
Tracey McCarthy	Trustee (appt June 2024) Chair from July 2024
Shirley Potts	Vice-Chair (resigned Nov 2023)
Clive Heath	Trustee, Vice Chair from January 2024
Angela Bragg	Trustee, Secretary
David James	Trustee
Sandra Holt	Trustee (resigned July 2024)
Michael Bell	Trustee
Sally Bartram	Trustee (resigned July 2024)
Lynne Pick	Trustee (resigned June 2024)
Alice Hall	Trustee (appt December 2023 resigned April 2024)
Mary Blestowe	Trustee (appt April 2024)
Andrea Reid	Trustee (appt May 2023 resigned February 2024), Chair from July 2023 to February 2024
Lorraine Millard	Trustee (appt October 2024)
Irene Draper	Trustee (appt November 2024)

Secretary to the Board of Trustees

Angela Bragg, Staple Hill Community Hub, 1a Berkeley House, Berkeley Road, Staple Hill, South Glos., BS16 5HS

Principal Office

1a Berkeley House, Berkeley Road, Staple Hill, Bristol, BS16 5HS

Independent examiner

Paul Brown FCIE DChA, Rose & Leaf Ltd, Suite 2 14 – 15 Triangle South, Bristol BS8 1EY

Bankers

Lloyds Bank Plc, PO Box 1000, BX1 1LT

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2024

The Trustees have pleasure in presenting its report and the unaudited financial statements of the Charitable Incorporated Organisation (CIO) for the period ended 31 March 2024.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Appointment of trustees

Apart from the first charity trustees, every appointed trustee must be appointed, for a term of up until the AGM following their appointment. They, and any trustees being appointed at the AGM, can then be appointed for a term of three years by a resolution passed at the AGM.

In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. At least two trustees should be members of the local community.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Annual Review of Existing Policies

To support the smooth running of the Hub, the trustees have adopted a number of policies. These act as a reference point in a variety of situations. The trustees have committed to reviewing each policy at least every 3 years, to ensure they remain up to date and relevant.

The Safeguarding and Equalities policies were reviewed and considered fitting and proportionate for the Hub.

A new data protection policy was created in line with current legislation.

The existing policies continue to be reviewed in line with legislation and the changes that occur within the Hub. All trustees are involved in this process.

OBJECTIVES AND ACTIVITIES

Charitable purposes

To further or benefit the residents of Staple Hill and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2024

The organisation, established in 2007, is set up to benefit residents of the Staple Hill neighbourhood in South Gloucestershire. In general, the services provided are either free or involve a small charge and are open to the general public, although the great majority of users are from the Staple Hill area. We are an independent charity working with local voluntary groups, faith groups and other local service providers to improve the lives of the residents of Staple Hill. We have and implement an Equalities and Diversity Policy to ensure our services are equally accessible to all.

Review of activities

Chairman's report

We are pleased to report on another busy year for the Hub. We maintained the delivery of our various services and through them helped many people in our local area. The range of services we provide, from a very modest base in terms of numbers of employees and overall costs, is very impressive. All our members of staff and volunteers should be very proud that, through their good work, we are able to help so many people. We even added a further service at the end of the year, a weekly 'Singing for the Brain' session for those living with dementia and their carers.

During the year we took on the services that had previously been delivered by the Staple Hill Partnership. Because the Hub and the Partnership had always worked so closely together, this change in arrangements was seamless and straightforward to implement. It also meant that Julie and Di became wholly employed by the Hub rather than being partly employed by the Partnership.

Secretary's Report

From April 23 until March 2024, the Board of Trustees met 9 times – not holding meetings in August and December 2023 as is common for Charities. Whilst the meeting in April 2023 was held, unfortunately it was inquorate and all decisions were carried over for confirmation until May 2023.

Over the year we welcomed two new Trustees, Andrea Reid in May 2023 and Alice Hall in December 2023. In November 2023 we said goodbye to Shirley Potts who had to retire due to ill health. Her long-term commitment to Staple Hill Community Hub and to the local area was acknowledged and she will be sadly missed.

Andrea also had to resign in February 2024, but it is hoped she will continue to be a part of the Hub family in the future.

In May 2023, the new Staple Hill and Mangotsfield Parish Council was elected and consequently the Staple Hill Partnership was dissolved. The trustees and the Hub assumed most of the responsibilities of the Partnership.

A new phone system was also installed, which after a few months, now appears to be working well. The telephone number remains the same.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2024

Participating Organisations

South Gloucestershire Council
Local Residents
Staple Hill Partnership
Staple Hill Methodist Church
Kingswood Job Centre
Progressive Sports
Sainsbury's
Ignite Life

Staple Hill & Mangotsfield Ward Councillors
Salvation Army, Staple Hill
Community Learning
Bethesda Church
Staple Hill Children's Centre
Sporting Chance
Downend Voice

Finance

The Hub's finances over 2023/24 showed a healthy excess of income over outgo. This positive bottom line result, however, belies the challenges that the Hub's finances present. Fundraising was very successful with a record level of donations and grant income in addition to the income received from South Glos Council. Despite this we would have ended the year with a deficit had we not received a significant transfer from the Staple Hill Partnership when this organisation was wound up. This illustrates how the Hub needs to generate a very high level of additional income every year in order to be able to fund the various services provided. The income from the Council is very helpful but has remained at the same amount for many years while inflation and new services have increased our cost base. Thankfully we have a good level of reserves and so can tackle the need for additional income from a position of strength.

HR Report

2023 saw a number of changes to the staffing arrangements in the Hub:-

In April 2023, the trustees approved the Hub Manager, Julie Snelling's, application to reduce her hours from 26 to 18 hour per week.

In order to manage the increasing workload that faces the Hub, Di Roberts was upgraded to Assistant Hub Manager and, through a comprehensive recruitment process a new admin assistant, Katie Cooper, was appointed to work 8 hours per week, thus ensuring that the Hub's office is staffed 4 of 5 days per week. A new cleaner Chelsea King was appointed on 15th May 2023.

The work of Staple Hill Community Hub continues to increase and we rely heavily on our staff and volunteers to meet the demands placed upon them and are grateful for their individual strengths and commitment to the Hub and the needs of the community.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2024

Policies and Procedures

Trustees continued to review The Hub's policies – taking on board changes in legislation and the need for revision.

All trustees are involved in the process – from one or two initially checking to identify any changes that are required, proposing those changes and bringing them to the Trustee meetings for final approval. Policies are seldom passed automatically and often some discussion takes place which is evident of the trustees' commitment to ensure that the Hub's policies are fit for purpose.

The 3-year programme is updated every time a policy is reviewed, or a new policy added.

Volunteers

As a small Charity, Staple Hill Community Hub continuously relies on having Volunteers to help provide the wide and varied services that they have on offer.

During 2023/2024 we frequently called upon our list of Volunteers and were delighted with their support for both the regular activities that we continue to offer, to support new initiatives and for 'one off' events. Their help enabled us to put on a wonderful Family Fun Day to celebrate the Queen's Platinum Jubilee in June - a big challenge which would not have been possible without them. Our Volunteers have also been instrumental in enabling us to launch our regular Coffee Morning.

We have seen some of our Volunteers grow in their roles and become more regularly involved in some of the Hub's activities, particularly with regards to the Coffee Morning and Lunch Club.

Unfortunately, we have lost a few of our Volunteers mainly due to other commitments they have so, as always, we continue to look for Volunteers to add to our list as they will always be essential to the ongoing success of the Hub.

Promotion & Marketing

We have taken steps to improve the promotion, local awareness and marketing of the Hub's services this year.

- UWE students have produced two videos of the Hub. One is to show how to find the Hub from the High Street and the other focuses on the lunch club. They are available to view on the Hub's web site.
- Monthly articles in the Downend Voice – have raised awareness and appreciation of the Hub in the community.
- Trustee Marketing – we have a new trustee, Alice Hall, who has taken on responsibility for marketing the Hub. She got off to a great start and has set up an Instagram account and redesigned our quarterly newsletter.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2024

Projects

Fresh Air and Free Food

As described in last year's report, our Fresh Air and Free Food event continues to be a regular feature within Staple Hill Community Hub's annual calendar. The event is held in Page Park and we are pleased to report that the Bean Tree Cafe remain happy to support this event. They provide us with a space to serve from and supply the majority of the breakfast food and drinks we offer to the children who attend. The cost of this provision is shared between us and them.

This year we decided to see if we could improve what we offer at this event by providing more structured activities for the children. This was trialled during the school summer holidays and we ran three sessions on the 7th, 9th and 11th August. The activities were provided by Juice Community Project who are based in Cadbury Heath.

The event was structured with the Fresh Air and Free Food event running from 10 - 11 with the usual food being provided along with activity and puzzle sheets. As we stopped serving breakfasts at 11, Janice the activity Leader from Juice, along with members of her team, started the activities on the grass outside the cafe. These ranged from lively ball and running games (aimed at promoting the young attendees to be more active) to more sedate craft activities for those who preferred something quieter. These proved very popular and we will be repeating them in 2024.

The Fresh Air & Free Food event continues to attract a good number of attendees from the local community. Around 50 breakfasts were served at each session with many of the children also taking part in the activities later in the morning.

Bee Bold Pollinator Fund

In 2023 we were awarded just over £11k of funding through WECA's 'Bee Bold Pollinator Fund'. This enabled us to run a range of activities with the focus of encouraging more pollinator species into our local area and engaging local people with nature.

Across the year we delivered:

- 42 x Sprouts Club gardening sessions for young people aged 7-11 living in Staple Hill
- 9 x gardening workshops for adults with learning disabilities living in Staple Hill
- 4 x community action gardening events - in total with 80 volunteers coming along to help. We planted over 300 pollinator friendly plant species, some of which were donated by local residents.
- Worked with 'Friends of Page Park' to establish a wild flower meadow and add pollinator friendly plant species to their existing planters in two areas of the park.
- Added pollinator friendly plant species to 20 public-facing planters along Broad Street and Victoria Street.
- Held a celebration event in Page Park where over 200 people attended. The public took part in gardening workshops such as 'build a bug hotel' and heard from our guest Ecologist from Avon Wildlife Trust.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2024

Emergency Food Parcels

Another busy year for the Emergency food parcels service. We provided a total of 98 parcels which covered 129 adults and 48 children. As usual, we are extremely grateful to our community and various churches for their generous donations which enable us to provide these emergency food parcels.

Job Searchers Support Group (JSSG)

This has been a highly successful year for the Job Searcher Support Group (JSSG). We surpassed both our attendance target and our target for supporting individuals into employment.

Metric	Full Year (Actual)	Target	Variance
Total attendance visits	147	75	+72
Number supported into employment/volunteering/training	16	10	+6
Jobs advertised on Facebook	252	250	+2

Attendance

The first two quarters were the busiest, with some sessions accommodating up to six clients. Quarter four, however, was quieter, with most sessions attracting only two or three clients. Early indications for 2024-2025 suggest a return to higher attendance, with five to six clients per week.

Volunteers

We have eight dedicated volunteers supporting the job club, aiming to have three volunteers per session. Their commitment and willingness to volunteer multiple times a month have fostered strong relationships with our service users.

Partnerships

We have strengthened our relationships with several key organisations, including:

- Bristol and South Glos Community Learning
- We Work For Everyone
- Future Bright
- Youth For Work

We regularly refer people to these services, enhancing the support we offer to our clients.

Grants and Technology

In quarter four, we successfully applied for a grant to replace our technology. This funding has allowed us to upgrade our equipment, overcoming a significant barrier we faced earlier in the year.

Conclusion

Overall, 2023-2024 was an exceptional year for JSSG. Despite initial challenges with outdated technology, our dedicated team of volunteers, growing number of service users, and improved social networking capabilities have driven our success. We look forward to continuing this momentum in the coming year.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2024

Staple Hill Friendship Club (SHFC)

Our friendship and exercise clubs for isolated elderly people continue to grow. We have now introduced a third club on Tuesdays based at the Salvation Army hall on Broad Street.

Community Lunch Club

Our community lunch club has continued to progress this year with attendance numbers increasing throughout the year. We also were once again awarded a 5* food hygiene rating.

Coffee Mornings

Currently the coffee mornings attracts only a few people, but it is hoped that the purchase of out new coffee machine, offering a variety of coffees will encourage new visitors.

Move It Club

Unfortunately, due to lack of attendees, it was decided to end the provision of the Children's after school club in its current format. However, we are very much looking forward to the start of the new after school club in May.

The Sprouts

Total number of sessions delivered: 43

Total children benefited: 19

Average attendance numbers: 6 children per session

Percentage of children with one or more disability: >50%

Percentage of children in receipt of free school meals: >70%

Sprouts Club

Sprouts Club was available for local children weekly throughout 2023-2024, with sessions running Wednesday evenings 4-6pm during warmer months (April-September) and on Sunday afternoons 2-4pm during the colder months (October – March). Sessions are open to children aged 7-11 living in Staple Hill, prioritising children most in need and those who don't have access to a garden.

During 2023-2024 we have welcomed lots of new faces to Sprouts Club – receiving regular referrals from Staple Hill Primary School and Christ Church Primary School. This year the children have enjoyed helping to maintain the planters and green space surrounding the Hub, growing their own produce in their vegetable patch (strawberries, tomatoes, rocket, mint, thyme, rosemary, chives) and helping to dig a new flower bed near the green tool shed, complete with some lovely flowering plants. Sprouts Club has become an established part of the Staple Hill Community with the children take part in regular litter picking and community gardening activities. In March taking part in 'The Great British Spring Clean' across 2 sessions - collecting 10 bags full of litter from around the tower blocks and more widely from along the streets of Staple Hill. We often get positive comments from local residents from the flats – happy to see our children making a difference to their local area.

We carry out monitoring surveys with each child – initially within the first few weeks of starting Sprouts Club and again 3-6 months later. In 2023-2024 every single child that carried out repeat monitoring has shown improvement in our key areas of; self-esteem/confidence, mental health, physical health, social skills and sense of belonging, which highlights how beneficial the Club is for our children!

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2024

Christmas Hampers

This year, the Hub and the Staple Hill Partnership were able to provide over 30 Christmas hampers to local residents most in need of our support. Along with the Christmas treats we provided basic food items and £10 to help with fuel costs.

Children's Christmas Parties

Our children's Christmas parties again proved to be very popular this year and were both fully booked. The children loved *Johnny G* the children's entertainer and the surprise visit for Father Xmas bearing gifts for each of the children.

In Conclusion

This was a good year for the Hub. We continued to help a large number of people in our community, across all ages, and through a wide range of services. Many thanks are due to all the members of staff and volunteers for making this possible.

Reserves policy

It is the policy of the Trustees to maintain the unrestricted funds, which are the free reserves of the charity that are not committed or invested in tangible fixed assets held by the charity, to a level of approximately six to twelve months of the charity's expenditure. This represents approximately £35,000 to £70,000 in unrestricted funds. The Trustees believe that this represents the level of reserves necessary to ensure the effective and efficient operation of the charity for the benefit of its clients. The charity ended the year with free reserves of £74,798 this is slightly above target level.'

Risk review

The trustees confirm that the major risks, to which the organisation is exposed, as identified by it, have been reviewed and systems have been established to manage these risks. Internal risks are minimised by the implementation of effective internal control procedures, which ensure both appropriate authorisation of all transactions and projects and consistent quality of delivery for all operational aspects of the organisation. These procedures are periodically reviewed for their continuing effectiveness.

Organisational structure

The charity is run by the Trustees who meet on a regular basis. Powers are delegated to officers and volunteers as and when appropriate.

Responsibilities of the Trustees

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
 - observe the methods and principles in the Charities SORP;
 - make judgments and estimates that are reasonable and prudent;
-

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2024

- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Principal Office
1a Berkeley House
Berkeley Road
Staple Hill
Bristol
BS16 5HS

Signed by order of the trustees



William Lee
Treasurer

Approved by the Trustees on 9th December 2024

STAPLE HILL COMMUNITY HUB

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAPLE HILL COMMUNITY HUB

YEAR ENDED 31 MARCH 2024

I report on the accounts of the Charitable Incorporated Organisation for the year ended 31 March 2024, which are set out on pages 12 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act and the regulations made there underhave not been met;
or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P S Brown

Paul Brown FCIE DChA
Rose & Leaf Ltd

2 Ger Y Mynydd
Hirwaun
Aberdare
CF44 9RD
9th December 2024

STAPLE HILL COMMUNITY HUB
RECEIPTS AND PAYMENTS ACCCOUNTS
YEAR ENDED 31 MARCH 2024

	Unrestricted Funds £	Restricted Funds £	Year Ended 31-Mar-24 £	Year Ended 31-Mar-23 £
RECEIPTS				
South Gloucestershire Council - Service Level Agreement	23,200		23,200	23,200
Other grants & donations	1,525	27,507	29,032	25,229
Rental income	3,535		3,535	4,375
Friendship & Exercise Club	3,544		3,544	3,160
Lunch Club	3,496		3,496	2,386
Staple Hill Reneration Project	13,403	3,306	16,709	-
Investment income	719		719	-
	<u>49,422</u>	<u>30,813</u>	<u>80,235</u>	<u>58,350</u>
PAYMENTS				
Salary	17,471	5,167	22,638	20,662
Friendship & Exercise Club	6,751	556	7,307	6,048
Lunch club	6,759	-	6,759	5,612
Move It Club	558	840	1,398	1,365
Job searchers Support Group	26	2,394	2,420	50
Emergency Food Parcels	-	1,040	1,040	1,003
Fresh Air & Free Food	185	194	379	334
Volunteer Support costs	585	-	585	-
Christmas Events	-	1,095	1,095	947
Queen's Platimum Jubilee Event	-	-	-	1,902
Singing for the brain	72	350	422	-
Bee Bold & Sprouts	-	10,069	10,069	2,763
Kids Lunch club	43	18	61	24
Coffee Morning	271	43	314	25
Staple Hill Christmas Tree	-	860	860	-
Staple Hill Signpost newsletter	235	-	235	-
Overheads	5,270	668	5,938	2,981
Fundraising	382	-	382	629
Staple Hill Partnership	8,250	-	8,250	11,000
	<u>46,858</u>	<u>23,294</u>	<u>70,152</u>	<u>55,345</u>
Net of receipts/(payments)	2,564	7,519	10,083	3,005
Cash funds as at 31 March 2023	72,234	1,253	73,487	70,482
Cash funds as at 31 March 2024	74,798	8,772	83,570	73,487

STAPLE HILL COMMUNITY HUB

STATEMENT OF ASSETS AND LIABILITIES

AT 31 MARCH 2024

	Unrestricted Funds £	Restricted Funds £	Year Ended 31-Mar-24 £	Year Ended 31-Mar-23 £
CASH FUNDS				
Current account	24,226	8,772	32,998	23,442
Deposit account	50,000	-	50,000	50,000
Petty Cash	572	-	572	45
Total Cash Fund	<u>74,798</u>	<u>8,772</u>	<u>83,570</u>	<u>73,487</u>
Assets				
Other debtors	-	-	-	-
LIABILITIES				
Other Creditors	-	-	-	-
Independent examiners fee	200	-	200	150

Signed by the trustee on behalf of the board of trustees

W. B. Lee

William Lee (Treasurer)

9th December 2024

STAPLE HILL COMMUNITY HUB

England & Wales - Charity number 1156184

Accounts

**STAPLE HILL COMMUNITY HUB
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2023**

Charity Number 1156184

STAPLE HILL COMMUNITY HUB

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

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STAPLE HILL COMMUNITY HUB

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2022

Status

The Hub was registered as a Charitable Incorporated Organisation on 14 March 2014 with charity number 1156184.

Members of the Board of Trustees

The trustees who served during the period and since the period-end were as follows:

William Lee	Chair & Treasurer (stood down as Chair on 19 July 2023)
Andrea Reid	Appointed 18 May 2023 and Chair from 19 July 2023
Shirley Potts	Vice-chair
David James	
Sandra Holt	
Angela Bragg	Secretary
Michael Bell	
Sally Bartram	
Katie Cooper	Resigned 18 January 2023
Lynne Pick	
Clive Heath	Appointed 18 January 2023

Secretary to the Board of Trustees

Angela Bragg, Staple Hill Community Hub, 1a Berkeley House, Berkeley Road, Staple Hill, South Glos., BS16 5HS

Principal Office

1a Berkeley House, Berkeley Road, Staple Hill, Bristol, BS16 5HS

Independent examiner

Paul Brown FCIE DChA, Rose & Leaf Ltd, Suite 2 14 – 15 Triangle South, Bristol BS8 1EY

Bankers

Lloyds Bank Plc, PO Box 1000, BX1 1LT

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

The Trustees have pleasure in presenting its report and the unaudited financial statements of the Charitable Incorporated Organisation (CIO) for the period ended 31 March 2022.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Appointment of trustees

Apart from the first charity trustees, every appointed trustee must be appointed, for a term of up until the AGM following their appointment, by a resolution passed at a properly convened meeting of the charity trustees.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Annual Review of Existing Policies

To support the smooth running of the Hub, the trustees have adopted a number of policies. These act as a reference point in a variety of situations. The trustees have committed to reviewing each policy at least every 3 years, to ensure they remain up to date and relevant.

Since the start of the year, there has been a programme to carry out a high level review of each policy and the final reviews are now complete. Gaps have been identified and policies drafted to fill those gaps where required. In addition, a plan has been drafted, to carry out a rolling programme of more in-depth reviews over the next 3 years.

OBJECTIVES AND ACTIVITIES

Charitable purposes

To further or benefit the residents of Staple Hill and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

The organisation, established in 2007, is set up to benefit residents of the Staple Hill neighbourhood in South Gloucestershire. In general, the services provided are either free or involve a small charge and are open to the general public, although the great majority of users are from the Staple Hill area. We are an independent charity working with local voluntary groups, faith groups and other local service providers to improve the lives of the residents of Staple Hill. We have and implement an Equalities and Diversity Policy to ensure our services are equally accessible to all.

Review of activities

Chairman's report

We are pleased to report on another busy year for the Hub. We maintained the delivery of our various services and through them helped many people in our local area. Furthermore, the Hub expanded the services provided, adding a third Friendship & Exercise Club, and also introducing a children's gardening initiative (the 'Staple Hill Sprouts'), and a free weekly coffee morning. Towards the end of the year we embarked on a major new community gardening project 'Bee Bold Staple Hill' with the support of a grant from WECA.

Secretary's Report

Over the period April 2022 and March 2023, the Staple Hill Community Hub had a board of 9 – 10 trustees and held 11 meetings with an average attendance of 7 trustees per meeting. Due to the volume of work, there are seldom meetings held in December.

In July 2022, we sadly lost Helen Schoeters who had to resign as she moved to Scotland – we valued her input especially in connection with IT. However, we welcomed Clive Heath – who has a wealth of experience – to the Hub in January 2023.

The trustees continued to review policies and procedures and have now a complete schedule of policies and dates of renewal. All updated policies are held by the Hub's manager but are available if required.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

Participating Organisations

South Gloucestershire Council
Staple Hill & Mangotsfield Ward Councillors
Local Residents
Salvation Army
Staple Hill Partnership
Community Learning
Staple Hill Methodist Church
Bethesda Church
Kingswood Job Centre
Bristol Methodist Centre
Staple Hill Children's Centre
Christians Against Poverty
Progressive Sports
Sporting Chance
Sainsbury's
Downend Voice
Ignite Life

Finance

The Hub's finances over 2022/23 returned to a more usual picture after the covid-19 period. In addition to increased income from some of our services we also benefitted from very successful fundraising. The overall outcome was a useful excess of income over outgo which has increased our level of reserves. This positive position is allowing us to fund additional initiatives and also provides some cushion should finances come under strain in the future.

HR Report

Due to the increasing volume of work, the Hub temporarily employed Katie Cooper for a few months to support the Hub Manager. Whilst employed, Katie stood down as a trustee.

Rachel Donovan our long-standing Lunch Club manager sadly resigned as she was successful in obtaining a support teaching role within a local school. We were sad to see her leave but wished her well and every success in her new role. Our lunch club continued whilst we recruited – and our thanks go to Sandra Holt who supported the management of the kitchen during this time. In October 2022 we recruited Tanya Varman to manage the lunch club – which continues to thrive.

Overall, a year of change and increasing work levels – which have been supported by staff and volunteers. A big thank you to everyone who supports us.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

Policies and Procedures

Trustees continued to review The Hub's policies – taking on board changes in legislation and the need for revision.

All trustees are involved in the process – from one or two initially checking to identify any changes that are required, proposing those changes and bringing them to the Trustee meetings for final approval. Policies are seldom passed automatically and often some discussion takes place which is evident of the trustees' commitment to ensure that the Hub's policies are fit for purpose.

The 3-year programme is updated every time a policy is reviewed, or a new policy added.

Volunteers

As a small Charity, Staple Hill Community Hub continuously relies on having Volunteers to help provide the wide and varied services that they have on offer.

During 2022/2023 we frequently called upon our list of Volunteers and were delighted with their support for both the regular activities that we continue to offer, to support new initiatives and for 'one off' events. Their help enabled us to put on a wonderful Family Fun Day to celebrate the Queen's Platinum Jubilee in June - a big challenge which would not have been possible without them. Our Volunteers have also been instrumental in enabling us to launch our regular Coffee Morning.

We have seen some of our Volunteers grow in their roles and become more regularly involved in some of the Hub's activities, particularly with regards to the Coffee Morning and Lunch Club.

Unfortunately, we have lost a few of our Volunteers mainly due to other commitments they have so, as always, we continue to look for Volunteers to add to our list as they will always be essential to the ongoing success of the Hub.

Fresh Air and Free Food

Our Fresh Air and Free Food events have started to become a regular feature within Staple Hill Community Hub's annual calendar. The event is held in Page Park with the Free Food being provided jointly by the Hub and the Bean Tree Cafe. We are grateful for their support.

As in previous years, the first event was during the school Easter Holidays and once again had a considerable donations of Easter Eggs from some generous groups in our community. These were passed on to the children who attended the event and understandably were gratefully received. The event was repeated again during the October half term and has proved to be very popular with the local residents. As well as the treat of a free breakfast for the children and a tea or coffee for their parents or carers, activity sheets providing scavenger hunts, quizzes, word searches etc. were handed out. The scavenger hunt sheets were particularly popular and encouraged plenty of out door activity around the park.

Over the two events in excess of 200 breakfasts were provided and with the ongoing help of our Volunteers, we hope to continue these events during school holidays into the future.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

Job Searchers Support Group (JSSG)

For the first and second quarter of the year the number accessing JSSG remained low with just 1 or 2 users coming each week. However, things began to pick up in Quarter 3 and by the end of Quarter 4 we had on average 3 service users attending each week. Since the year end, numbers have continued to grow, and today we have between 3-6 service users attending each week. Due to the slow pick up of numbers we missed our target of people placed into work, training or volunteer jobs and lost some volunteers in the summer 2022.

Staple Hill Friendship Club (SHFC)

Our friendship and exercise clubs for isolated elderly people continue to grow. We have now introduced a third club on Tuesdays based at the Salvation Army hall on Broad Street.

Community Lunch Club

At the end of August 2022 we were very sorry to lose Rachel Donovan, our lovely lunch club manager. Rachel worked at the Hub for over five years and was very popular with service users, volunteers and staff.

In October 2022 we welcomed Tanya Varnum to the Hub as the new lunch club manager. Tanya is a mother of two small children who lives on the Pendennis Estate.

Move It Club

Following the departure of Nic and Helen who had run the club for over three years, we decided to use a professional company to provide a multi-sports experience for the children. Attendance numbers for the club have remained stubbornly low. We are addressing this issue by contacting local schools directly to raise the profile of the club and this will hopefully see attendance numbers improving.

Emergency Food Parcels

This year we provided approximately 150 emergency food parcels to local people in crisis. We were able to support 174 adults and 67 children. This would not be possible without the generosity of local business, residents and faith groups. Many thanks for all your support.

Platinum Jubilee

We organized a wonderful 'Family Fun Day' to celebrate the Queen's Platinum Jubilee in June. The consensus was that the day went really well. The event was well organised with a good variety of stalls and entertainment and the refreshments were very well received. Attendance was very good. Promotion of the event was good and reached our target audience. Feedback from residents was good. They had a really good time in a very pleasant and relaxed atmosphere.

We were also pleased that the event attracted people from a variety of cultures. We were well supported by the local community who supplied resources and volunteers to help on the day.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

The Sprouts

The Sprouts children's gardening group is going really well and has received very positive feedback from parents.

The Hub has received a grant to fund the costs for materials for the group for one year after the pilot. Currently there are 15 children attending and there is a waiting list. Children with no access to a garden and who are on free school meals are prioritised.

Aimee-Claire is moving on now to plan the next phase for the club. She has also been buying tools and seeds etc and a metal storage shed which will be sited near the bicycle space outside the Berkeley House entrance.

Christmas Hampers

This year, the Hub and the Staple Hill Partnership were able to provide over 30 Christmas hampers to local residents most in need of our support. Along with the Christmas treats we provided basic food items and £10 to help with fuel costs.

Children's Christmas Parties

We held two Christmas parties this year with approximately 10 children attending each party. Parents were asked to drop off and collect their children. The party tea was plated ready to hand out individually to minimize any cross-contamination.

The general consensus was that having two parties worked much better for everyone so we will be doing the same next year.

In Conclusion

This was a good year for the Hub. We exceeded our targets for all of the services that we deliver. Many thanks are due to all the members of staff and volunteers for making this possible.

Having survived the covid-19 period, and then thrived in this first full post pandemic year, we can now look forward to the challenges ahead with confidence.

Reserves policy

It is the policy of the Trustees to maintain the unrestricted funds, which are the free reserves of the charity that are not committed or invested in tangible fixed assets held by the charity, to a level of approximately six months of the charity's expenditure. This represents approximately £30,000 in unrestricted funds. The Trustees believe that this represents the level of reserves necessary to ensure the effective and efficient operation of the charity for the benefit of its clients. The charity ended the year with free reserves of £72,234 this is above target level.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

Risk review

The trustees confirm that the major risks, to which the organisation is exposed, as identified by it, have been reviewed and systems have been established to manage these risks. Internal risks are minimised by the implementation of effective internal control procedures, which ensure both appropriate authorisation of all transactions and projects and consistent quality of delivery for all operational aspects of the organisation. These procedures are periodically reviewed for their continuing effectiveness.

Organisational structure

The charity is run by the Trustees who meet on a regular basis. Powers are delegated to officers and volunteers as and when appropriate.

Responsibilities of the Trustees

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Principal Office
1a Berkeley House
Berkeley Road
Staple Hill
Bristol
BS16 5HS

Signed by order of the trustees

William Lee
Treasurer

Approved by the Trustees on 15th December 2023

STAPLE HILL COMMUNITY HUB

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAPLE HILL COMMUNITY HUB

YEAR ENDED 31 MARCH 2023

I report on the accounts of the Charitable Incorporated Organisation for the year ended 31 March 2023, which are set out on pages 10 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act and the regulations made there underhave not been met;
- or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P S Brown

Paul Brown FCIE DChA
Rose & Leaf Ltd

Suite 2
14 – 15 Triangle South
Bristol
BS8 1EY
15th December 2023

STAPLE HILL COMMUNITY HUB
RECEIPTS AND PAYMENTS ACCCOUNTS
YEAR ENDED 31 MARCH 2023

	Unrestricted Funds £	Restricted Funds £	Year Ended 31-Mar-23 £	Year Ended 31-Mar-22 £
RECEIPTS				
South Gloucestershire Council - Service Level Agreement	23,200		23,200	23,200
Other grants & donations	5,023	20,206	25,229	20,880
Rental income	4,375		4,375	3,480
Friendship & Exercise Club	3,160		3,160	1,936
Lunch Club	2,386		2,386	1,515
Other income			-	-
	<u>38,144</u>	<u>20,206</u>	<u>58,350</u>	<u>51,011</u>
PAYMENTS				
Salary	15,543	5,119	20,662	17,661
Donations	-	-	-	20
Friendship & Exercise Club	2,122	3,926	6,048	2,363
Lunch club	1,245	4,367	5,612	5,266
Move It Club	296	1,069	1,365	82
Job searchers Support Group	50	-	50	-
Emergency Food Parcels	12	991	1,003	1,658
Fresh Air & Free Food	334	-	334	213
Volunteer Support costs	-	-	-	420
Christmas Events	4	943	947	2,449
Queen's Platimum Jubilee Event	-	1,902	1,902	802
Bee Bold & Sprouts	24	2,739	2,763	-
Kids Lunch club	24	-	24	-
Coffee Morning	25	-	25	-
Overheads	2,539	442	2,981	3,511
Fundraising	629	-	629	319
Staple Hill Partnership	11,000	-	11,000	11,000
	<u>33,847</u>	<u>21,498</u>	<u>55,345</u>	<u>45,764</u>
Net of receipts/(payments)	4,297	(1,292)	3,005	5,247
Cash funds as at 31 March 2022	<u>67,937</u>	<u>2,545</u>	<u>70,482</u>	<u>65,235</u>
Cash funds as at 31 March 2023	<u>72,234</u>	<u>1,253</u>	<u>73,487</u>	<u>70,482</u>

STAPLE HILL COMMUNITY HUB

STATEMENT OF ASSETS AND LIABILITIES

AT 31 MARCH 2023

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Year Ended 31-Mar-23 £	Year Ended 31-Mar-22 £
CASH FUNDS					
Current account	72,154	-	1,253	73,407	70,402
Petty Cash	80	-	-	80	80
Total Cash Fund	<u>72,234</u>	<u>-</u>	<u>1,253</u>	<u>73,487</u>	<u>70,482</u>
Assets					
Other debtors	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
LIABILITIES					
Other Creditors	-	-	-	-	-
Independent examiners fee	<u>150</u>	<u>-</u>	<u>-</u>	<u>150</u>	<u>150</u>

Signed by the trustee on behalf of the board of trustees

.....
William Lee (Treasurer)

15th December 2023

STAPLE HILL COMMUNITY HUB

England & Wales - Charity number 1156184

Accounts

**STAPLE HILL COMMUNITY HUB
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2022**

Charity Number 1156184

STAPLE HILL COMMUNITY HUB

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2022

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STAPLE HILL COMMUNITY HUB

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2022

Status

The Hub was registered as a Charitable Incorporated Organisation on 14 March 2014 with charity number 1156184.

Members of the Board of Trustees

The trustees who served during the period and since the period-end were as follows:

William Lee	Chair & Treasurer
Shirley Potts	Vice-chair
David James	
Sandra Holt	
Angela Bragg	
Michael Bell	
Sally Bartram	
Katie Cooper	(Appointed July 2021)
Lynne Pick	(Appointed November 2021)
Hazel Schoeters	(Resigned July 2022)

Secretary to the Board of Trustees

Angela Bragg, Staple Hill Community Hub, 1a Berkeley House, Berkeley Road, Staple Hill, South Glos., BS16 5HS

Principal Office

1a Berkeley House, Berkeley Road, Staple Hill, Bristol, BS16 5HS

Independent examiner

Paul Brown FCIE DChA, Rose & Leaf Ltd, Suite 2 14 – 15 Triangle South, Bristol BS8 1EY

Bankers

Lloyds Bank Plc, PO Box 1000, BX1 1LT

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

The Trustees have pleasure in presenting its report and the unaudited financial statements of the Charitable Incorporated Organisation (CIO) for the period ended 31 March 2022.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Appointment of trustees

Apart from the first charity trustees, every appointed trustee must be appointed, for a term of up until the AGM following their appointment, by a resolution passed at a properly convened meeting of the charity trustees.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Annual Review of Existing Policies

To support the smooth running of the Hub, the trustees have adopted a number of policies. These act as a reference point in a variety of situations. The trustees have committed to reviewing each policy at least every 3 years, to ensure they remain up to date and relevant.

Since the start of the year, there has been a programme to carry out a high level review of each policy and the final reviews are now complete. Gaps have been identified and policies drafted to fill those gaps where required. In addition, a plan has been drafted, to carry out a rolling programme of more in-depth reviews over the next 3 years.

OBJECTIVES AND ACTIVITIES

Charitable purposes

To further or benefit the residents of Staple Hill and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

The organisation, established in 2007, is set up to benefit residents of the Staple Hill neighbourhood in South Gloucestershire. In general, the services provided are either free or involve a small charge and are open to the general public, although the great majority of users are from the Staple Hill area. We are an independent charity working with local voluntary groups, faith groups and other local service providers to improve the lives of the residents of Staple Hill. We have and implement an Equalities and Diversity Policy to ensure our services are equally accessible to all.

Review of activities

Chairman's report

This was a year of recovery from the severe restrictions on our activities during the worst of the pandemic. As the year progressed, we gradually returned to something like normal and in some ways went further.

Our dedicated staff returned to the office having risen to the challenges of all the upheavals of the covid restrictions. Activities like the lunch club, Job Searchers Support Group, Friendship & Exercise Clubs, emergency food parcels and Move-It Club all re-started or returned to their usual form of delivery. We had some other organisations hire space at the Hub to deliver their activities. The Christmas children's party made a welcome return and was twice as good as we had two parties this year instead of one. The new Fresh Air & Free Food initiative that started in February 2021 was repeated in the school holidays through the year and much appreciated by many members of the community.

The Trustee Board continued to meet every month, reviewing progress, and updating policies, with meetings returning to face to face from the dreaded video-conference format. Our many volunteers continued to support our activities and we welcomed several new helpers.

Secretary's Report

Between April 2021 and March 2022, the trustees held 9 board meetings with an average attendance of 70%. Meetings are not usually held in August and December. Our AGM was held in November, but the following general meeting had to be cancelled.

Until September 2022, the Hub was still holding meetings either by zoom or long distance, taking place outside, weather permitting.

We welcomed Katie Cooper, a local South Gloucestershire councillor in July 2021 and Lynne Pick in November 2021 to the board.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

Participating Organisations

Staple South Gloucestershire Council
Staple Hill & Mangotsfield Ward Councillors
Local Residents
Salvation Army
Staple Hill Partnership
The Pendennis Good News Church
Christ Church, Downend
Great Western Credit Union
Community Learning
Staple Hill Methodist Church
Bethesda Church
Kingswood Job Centre
Bristol Methodist Centre
The Matthew Tree Project
Staple Hill Children's Centre
Christians Against Poverty

Finance

The Hub's finances over 2021/21 were again significantly impacted by the pandemic and the related restrictions on our activities. Over the year, however, as activities got going again, the finances also started to move back to a more usual picture. We again benefitted from income support from government schemes and very successful fundraising. The overall outcome was a useful excess of income over outgo which has increased our level of reserves. This positive position is allowing us to fund additional initiatives and also provides some cushion should finances come under strain in the future.

HR Report

As the pandemic eased during the year, staff were able to return to the office halfway through the year, albeit taking the necessary hygiene precautions. Our profound thanks go to the staff who managed this difficult time extremely efficiently and effectively.

With the pandemic continuing to affect services overall, staff managed to continue to support the hub by diversifying, taking on different roles which allowed the Hub to develop existing services such as the supply of emergency food parcels by providing certain fresh foods such as milk, bread, butter and eggs.

Supervisions and appraisals were able to be reinstated and proved effective and developing strong relationships between staff and the trustees.

Whilst staff, trustees and volunteers are comparatively small in numbers, the impact they make on the local community is enormous and again, our thanks go out to them.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

Policies and Procedures

Trustees were involved in reviewing seven policies this year including: Environmental Sustainability, Lettings, Supervision, Appraisal, Lone Working, Data Protection, Confidentiality and Health and Safety.

An updated schedule has now been agreed and the majority of policies will be reviewed over a period of 3 years, legislation permitting. Only the Health and Safety, Environmental Sustainability, Safeguarding and Equality and Diversity policies are reviewed annually.

By ensuring that trustees are involved in the review process it ensures that board members are regularly always updated and remain conversant with the policies of the organisation.

Volunteers

Staple Hill Community Hub relies heavily on having Volunteers to help provide the wide and varied services that they have on offer.

Last year during 'lock down' we were able to spend some time re-engaging with our Volunteers, establishing their availability, what level of commitment they could offer, which of our services they were particularly interested in etc. We also gained some new volunteers during the last year as individuals stepped forward to assist us with the delivery of Emergency Food Parcels to those in the community who were unable to shop for themselves due to them needing to self-isolate etc. Many of these have continued to volunteer in other roles as the Covid restrictions lifted.

The result of last year's work is that we now have a healthy list of around 25 Volunteers that we have been able to call upon to help support our work and has proved very helpful as we look to broaden the services and events that we can offer to our community.

We are always actively looking for Volunteers to add to our list as they are essential to the ongoing success of the Hub.

Fresh Air and Free Food

Following the success of our Fresh Air and Free Food events during the previous year, we continued to run these events during some of the school holidays.

The first event this year was during the school Easter Holidays. We had a considerable donation of Easter Eggs from a few different sources including a local Church, the Job Centre and Tesco which meant we were able to give the children attending the event an egg in addition to their free breakfast. We also provided a free cup of tea or coffee for their parents. An Easter Scavenger Hunt activity sheet was also provided along with other puzzle sheets to keep the children busy. This event proved extremely popular with the number of breakfasts served over the week (and easter eggs given out!) increasing considerably on previous events. A summer holiday Fresh Air & Free Food event was also held during August and although the weather wasn't in our favour, it still proved popular and we hope to continue these events during various school holidays into the future.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

Job Searchers Support Group (JSSG)

The Job Searchers Support Group reopened its doors in the middle of Quarter 2, 2021. Prior to this Julie and I tidied up the outdated paperwork, William rebooted the old laptops and we designed and distributed leaflets and posters around the area. When we reopened the doors in September 2021, the Job Centre had a universal policy of not sanctioning benefit claimants, this probably had an impact on our numbers during quarter 2 and quarter 3.

Over lockdown, many of the volunteers found new volunteering opportunities and resigned from the JSSG. Ian, who previously had been coordinating the group took a step back due to other commitments. I took on the coordinating of the Group. Alan continues to volunteer as does Ian occasionally and we recruited 3 more volunteers. By March we had a strong team of volunteers.

We have established new relationships with both the Bristol and the South Glos 'We Work for Everyone' who worked with two of our service users this year.

We received a donation of 4 secondhand laptops from a local charity that lost its funding over the lockdown and has closed.

The first year back after lockdown has been an overall success. We have a strong team of enthusiastic volunteers, numbers attending the JSSG increased each quarter with 60% of service users supported into work, training, or volunteering.

Staple Hill Friendship Club (SHFC)

The Staple Hill Friendship Club was able to restart this year. Attendances at the clubs quickly returned to pre-pandemic numbers so much so that we are considering starting a third friendship club in the area.

Community Lunch Club

We are very grateful to Rachel, our lunch club manager and Lynne for how well they coped with the covid restrictions and its impact on the lunch club. Numbers were still restricted due to social distancing regulations but those that were able to attend benefited greatly from the welcoming and friendly atmosphere created by Rachel and Lynne.

Great Western Credit Union (Formerly Bristol Credit Union)

We have been unable to provide this service this year despite our best efforts. William and I met with the new CEO who confirmed the newly formed Great Western Credit Union were keen to relaunch the outreach service they offer through organisations such as the Hub, however, this has yet to materialise.

Move It Club

Attendance figures remained high throughout the year despite the change of day to a Wednesday. This was the third year our volunteers, Nic Barnett and Helen Buick had been running this very successful club. Inevitably all good things come to an end when both Nic and Helen found full time employment. We wish them every success in their new careers and our sincere appreciation and thanks for all the support they have given to the Hub.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

Emergency Food Parcels

The Emergency Food Parcel service reverted to pre-pandemic provision; recipients were encouraged to collect parcels from the Hub if possible, however, we did deliver parcels when people were unable to collect. We provided over 100 food parcels feeding 111 adults and 50 children. We also provided approximately 30 emergency food parcel clients with Christmas hampers and an additional food parcel to support them through the festive season.

Christmas Hampers

This year, the Hub and the Staple Hill Partnership were able to provide over 30 Christmas hampers to local residents most in need of our support. Along with the Christmas treats we provided basic food items and £10 to help with fuel costs.

Children's Christmas Parties

To comply with Covid restrictions we held two Christmas parties this year with approximately 10 children attending each party. Parents were asked to drop off and collect their children. The party tea was plated ready to hand out individually to minimize any cross-contamination.

The general consensus was that having two parties worked much better for everyone so we will be doing the same next year.

In Conclusion

Overall, it was another unusual year and one in which the Hub maintained its high standards for continued delivery of much needed services for our local community. I believe we can again look back and feel proud of how we have, working together as a team, risen to the challenges we have faced and ended up doing so much for people.

Since the year end, we have started to further expand our services, as we seek to find ways to help more people. The Friendship & Exercise Club now has a new session on Tuesdays to add to the existing one on Thursdays. We have introduced a free coffee morning on Wednesdays. Perhaps most interesting is the launch of the Staple Hill Sprouts, a free gardening and nature club for children aged 7 to 11 years, with ambitions for this to develop further during the coming year. The poster with our overall set of activities now looks like this:

I am sure the people we help would be very complimentary about the Hub if asked. I was talking to a health worker recently about one of our clients and, referring to the work of the Hub as a whole, she said 'You probably don't realise how much good you do for people'. That is a useful thought for us all as we continue to seek to help those in need

Reserves policy

It is the policy of the Trustees to maintain the unrestricted funds, which are the free reserves of the charity that are not committed or invested in tangible fixed assets held by the charity, to a level of approximately six months of the charity's expenditure. This represents approximately £20,000 in unrestricted funds. The Trustees believe that this represents the level of reserves necessary to ensure the effective and efficient operation of the charity for the benefit of its clients. The charity ended the year with free reserves of £64,090 this is above target level.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2022

Risk review

The trustees confirm that the major risks, to which the organisation is exposed, as identified by it, have been reviewed and systems have been established to manage these risks. Internal risks are minimised by the implementation of effective internal control procedures, which ensure both appropriate authorisation of all transactions and projects and consistent quality of delivery for all operational aspects of the organisation. These procedures are periodically reviewed for their continuing effectiveness.

Organisational structure

The charity is run by the Trustees who meet on a regular basis. Powers are delegated to officers and volunteers as and when appropriate.

Responsibilities of the Trustees

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Principal Office
1a Berkeley House
Berkeley Road
Staple Hill
Bristol
BS16 5HS

Signed by order of the trustees

William Lee
Treasurer

Approved by the Trustees on 18th January 2023

STAPLE HILL COMMUNITY HUB

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAPLE HILL COMMUNITY HUB

YEAR ENDED 31 MARCH 2022

I report on the accounts of the Charitable Incorporated Organisation for the year ended 31 March 2022, which are set out on pages 12 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act and the regulations made there underhave not been met;
or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Brown

Paul Brown FCIE DChA
Rose & Leaf Ltd

Suite 2
14 – 15 Triangle South
Bristol
BS8 1EY
20th January 2023

STAPLE HILL COMMUNITY HUB
RECEIPTS AND PAYMENTS ACCCOUNTS
YEAR ENDED 31 MARCH 2022

	Unrestricted Funds £	Restricted Funds £	Year Ended 31-Mar-22 £	Year Ended 31-Mar-21 £
RECEIPTS				
South Gloucestershire Council - Service Level Agreement	23,200		23,200	23,200
Other grants & donations	11,143	9,737	20,880	32,072
Rental income	3,480		3,480	3,120
Friendship & Exercise Club	1,936		1,936	13
Lunch Club	1,515		1,515	329
Other income			-	-
	<u>41,274</u>	<u>9,737</u>	<u>51,011</u>	<u>58,734</u>
PAYMENTS				
Salary	17,661	-	17,661	16,521
Donations	20	-	20	50
Friendship & Exercise Club	2,363	-	2,363	918
Lunch club	2,432	2,834	5,266	4,120
Move It Club	82	-	82	-
Emergency Food Parcels	-	1,658	1,658	2,337
Fresh Air & Free Food	148	65	213	81
Volunteer Support costs	420	-	420	-
Christmas Events	-	2,449	2,449	1,244
Queen's Platimum Jubilee Event	-	802	802	-
Overheads	2,831	680	3,511	4,674
Fundraising	319	-	319	1,032
Staple Hill Partnership	11,000	-	11,000	13,750
	<u>37,276</u>	<u>8,488</u>	<u>45,764</u>	<u>44,727</u>
Net of receipts/(payments)	3,998	1,249	5,247	14,007
Cash funds as at 31 March 2021	<u>63,939</u>	<u>1,296</u>	<u>65,235</u>	<u>51,228</u>
Cash funds as at 31 March 2022	<u>67,937</u>	<u>2,545</u>	<u>70,482</u>	<u>65,235</u>

STAPLE HILL COMMUNITY HUB

STATEMENT OF ASSETS AND LIABILITIES

AT 31 MARCH 2022

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Year Ended 31-Mar-22 £	Year Ended 31-Mar-21 £
CASH FUNDS					
Current account	67,857	-	2,545	70,402	65,084
Petty Cash	80	-	-	80	151
Total Cash Fund	<u>67,937</u>	<u>-</u>	<u>2,545</u>	<u>70,482</u>	<u>65,235</u>
Assets					
Other debtors	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
LIABILITIES					
Other Creditors	-	-	-	-	-
Independent examiners fee	<u>150</u>	<u>-</u>	<u>-</u>	<u>150</u>	<u>150</u>

Signed by the trustee on behalf of the board of trustees

.....
William Lee (Treasurer)

18th January 2023

STAPLE HILL COMMUNITY HUB

England & Wales - Charity number 1156184

Accounts

**STAPLE HILL COMMUNITY HUB
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

Charity Number 1156184

STAPLE HILL COMMUNITY HUB

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

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STAPLE HILL COMMUNITY HUB

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 MARCH 2021

Status

The Hub was registered as a Charitable Incorporated Organisation on 14 March 2014 with charity number 1156184.

Members of the Board of Trustees

The trustees who served during the period and since the period-end were as follows:

William Lee	Chair & Treasurer
Shirley Potts	Vice-chair
David James	
Sandra Holt	
Rudi Springer	
Angela Bragg	
Michael Bell	
Sally Bartram	
Hazel Schoeters	(Appointed 20 November 2020)

Secretary to the Board of Trustees

Angela Bragg, Staple Hill Community Hub, 1a Berkeley House, Berkeley Road, Staple Hill, South Glos., BS16 5HS

Principal Office

1a Berkeley House, Berkeley Road, Staple Hill, Bristol, BS16 5HS

Independent examiner

Paul Brown FCIE DChA, Rose & Leaf Ltd, Suite 2 14 – 15 Triangle South, Bristol BS8 1EY

Bankers

Lloyds Bank Plc, PO Box 1000, BX1 1LT

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2021

The Trustees have pleasure in presenting its report and the unaudited financial statements of the Charitable Incorporated Organisation (CIO) for the period ended 31 March 2021.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Appointment of trustees

Apart from the first charity trustees, every appointed trustee must be appointed, for a term of up until the AGM following their appointment, by a resolution passed at a properly convened meeting of the charity trustees.

In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Annual Review of Existing Policies

To support the smooth running of the Hub, the trustees have adopted a number of policies. These act as a reference point in a variety of situations. The trustees have committed to reviewing each policy at least every 3 years, to ensure they remain up to date and relevant.

Since the start of the year, there has been a programme to carry out a high level review of each policy and the final reviews are now complete. Gaps have been identified and policies drafted to fill those gaps where required. In addition, a plan has been drafted, to carry out a rolling programme of more in-depth reviews over the next 3 years.

OBJECTIVES AND ACTIVITIES

Charitable purposes

To further or benefit the residents of Staple Hill and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2021

The organisation, established in 2007, is set up to benefit residents of the Staple Hill neighbourhood in South Gloucestershire. In general, the services provided are either free or involve a small charge and are open to the general public, although the great majority of users are from the Staple Hill area. We are an independent charity working with local voluntary groups, faith groups and other local service providers to improve the lives of the residents of Staple Hill. We have and implement an Equalities and Diversity Policy to ensure our services are equally accessible to all.

Review of activities

Chairman's report

The health emergency which emerged at the start of the year presented unusual challenges for the Hub. Many of our services had to be put on hold for large parts of the year and staff have been placed on furlough and/or been working from home. Despite these challenges all of our services have been delivered at some point during the year and our engagement with the community we support has continued throughout via email, telephone and social media.

The **emergency food parcels service** really came into its own during the pandemic when many people have needed support as they isolate or have lost their income. A partnership was quickly established at the start of the year with the local councillors, the Staple Hill Salvation Army, and the Red Lion pub in Mangotsfield to gear up to provide support together. Over the period that the partnership was operating, we and the SA provided over 500 food parcels, which translates into something like 10,000 meals to people who are struggling to provide themselves with basic food. The Red Lion also provided significant support in the Mangotsfield area.

Julie was working from home and managing the incoming requests for EFPs and other support, while volunteers managed the delivery of the parcels. Thanks to Angela for also looking after the phone at times, Sally for taking the lead overall, and Rachel, Lynne and Kelly for preparing the parcels ready to be delivered. We were also joined by several new volunteers who helped with parcel delivery. Thanks to Janet, Nic, Jane, Laura, Claire, Hannah and Emma. Thanks also to the Bean Tree Cafe which started to take food donations for us, adding to the ability for donations to be dropped off at the Salvation Army. We had financial support from the Kingswood Job Centre, the Downend branch of Sainsbury's, Tynings School and the Bethesda Church and we were also grateful for food donations from Morrisons, Sainsbury's, ASDA and Tesco.

The **Friendship & Exercise Club** which is run by Spencer continued to operate remotely through the year with exercise sheets being provided to members. This is followed up with phone calls of encouragement and to provide some social interaction. Take-up of this held up well for quite some time.

We were able to provide twice weekly lunches at the **Lunch Club** for a few weeks in September and October 2020. To comply with social distancing our numbers were restricted to a maximum of six people. Otherwise, the Lunch Club had to be suspended for most of the year.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2021

The **Tuesday Move-It Club** delivered activity sessions online through videos on their facebook page. I wish I had the sort of energy that Helen displays as she leads her audience through various fun routines!

Hazel was able to promote various news items of interest to the community on our **Facebook page**, as well as respond to incoming queries and requests for help. The **Job Searchers Support Group** Facebook group page has hosted numerous posts about job and training opportunities in our area.

We partnered with the Bean Tree Cafe in Page Park to offer free breakfasts to children during the spring half term week. The initiative is being called '**Fresh Air and Free Food**'. It was a great success and has now been repeated in other school holidays.

Our dedicated staff were either on furlough, part furlough and/or working from home during the year. Many thanks to Julie, Di and Rachel for their ongoing support and flexibility throughout. We said farewell to Lynne as our cleaner at the end of the year. It is good to report that we will still see her as a regular volunteer at the lunch club.

Sally and Julie made good use of the lack of activity at the Hub to get much of the interior newly decorated. A yellow theme was chosen for the main room and into the hallway and some additional wall art has also been added in the main room. It all looks very jolly.

Fund raising was thriving through the year with donations coming in from several members of our community, from the local branches of the Masons, from customers of the Sainsbury's branch in Downend, and from carol singing at the Bean Tree Cafe. A substantial part of the cost of the Staple Hill Christmas tree has been raised through our online donations facility and a campaign led by Ian. We have also had sponsorship come in from the local runners who took on the virtual London Marathon for us in October. In total they have raised over £4000 for the Hub which is amazing.

The support we have received from the Council has been constant despite the many ways that the pandemic stretched their own services. They continued to provide the main source of our funding even though we were unable to deliver many of the services set out in our agreement with them. They encouraged and supported the changes we made to do what we could in spite of the covid-19 imposed challenges and we felt that our partnership with them worked well throughout.

Looking back, it has, of course, been a most unusual year presenting many challenges to people in our community as well as to organisations like the Hub. I believe that we should feel positive about how we have been able to continue to support people in need. We have adapted our way of working to stay safe while still accomplishing a lot both ourselves and in partnership with others. The expanded emergency food parcels service, working with the local Councillors and the Staple Hill Salvation Army, has been one particular example of this.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2021

Secretary's Report

Between April 2020 and March 2021, the trustees held 10 trustee meetings with an average attendance of 65%. We do not hold meetings during December or August. Considering that there was the COVID pandemic running throughout the year, the trustees made a huge effort to continue to support the Hub and its operation. A couple of the meetings took place socially distanced in a secluded spot in Page Park and the remaining meetings took place using zoom.

We welcomed Hazel Schoeters to the Board in November 2020. She had previously been volunteering and keeping the Facebook and other social media platforms used by the Hub up to date. It was a logical step to invite her to become a trustee.

Participating Organisations

South Gloucestershire Council
Staple Hill Library
Staple Hill & Mangotsfield Ward Councillors
Bromford Housing Society
Local Residents
Salvation Army
Staple Hill Partnership
The Good News Church
South Gloucestershire CVS
Christ Church, Downend
Bristol Credit Union
Community Learning
Staple Hill Methodist Church
Bethesda Church
Kingswood Job Centre
Bristol Methodist Centre
The Matthew Tree Project

Finance

The Hub's finances over 2020/21 were significantly impacted by the pandemic. All income generating activities were curtailed for most of the year so that income was much reduced. The finances were, however, kept in good shape due to income support from government schemes and very successful fundraising. Costs associated with the various activities were reduced but not by as much as the reduction in corresponding income. At the year end the reserves were at a level which will allow the funding of additional initiatives as we emerge from the pandemic and also provides some cushion should finances come under strain in the future.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2021

Policies and Procedures

The trustees review each policy at least every 3 years, to ensure they remain up to date and relevant to ensure the smooth running of the Hub.

Policies reviewed this year:

Complaints
Business and Continuity
Health & Safety

A new policy review schedule has been drawn up and all policies have now been updated to the latest versions.

Volunteers

Due to the COVID pandemic many services provided by the Hub did not take place and for most of the year some staff were placed on furlough. We were fortunate to be able to obtain the Government's grant for staff furlough.

Due to this situation, no supervision sessions took place during the year, but informal phone discussions took place to keep in touch and check welfare.

Unfortunately, we were also unable to hold a thank you party for the volunteers during this year. However, the volunteers were invaluable during this period – primarily making up and delivering emergency food parcels to residents. Without their help, the Hub would not have been able to help as many families as it did – so our profound thanks go out to them again.

As we develop our services, we are becoming more aware of the enormous support that volunteers provide to the work of the Hub and plan to make volunteering a greater feature of the Hub – hopefully enabling volunteers to build on their CVs and learn new skills – empowering those who wish to, to seek new or improved employment in the future.

It is hoped that all staff and volunteers recognise how important they are to the successful delivery of the Staple Hill Community Hub's achievements.

Fresh Air and Free Food

Working in partnership with the Bean Tree Cafe, based in Page Park, we formed a small committee to organise and deliver free breakfasts for children during February half-term. The aim of the project was to help keep children keep fit and fed while out of school. Children were able to collect a free breakfast from the Nest community room at the cafe while taking their daily exercise and getting some much-needed fresh air.

We were very pleased with the success of this project and have repeated it in subsequent holiday periods.

Job Searchers Support Group (JSSG)

The **Job Searchers Support Group** was not able to meet to provide in person support during the pandemic.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2021

However, it continues to post employment and training opportunities on their dedicated Facebook page. At present there are close to 600 members.

Staple Hill Friendship Club (SHFC)

The Staple Hill Friendship Club continues to be popular attracting in the region of 30-40 of our senior citizens a week.

During the pandemic, the **Friendship & Exercise Clubs** continued to be active through a combination of providing exercise sheets for people to do at home and the backup of telephone contact for encouragement and social interaction and an online exercise group has now also been set up. Take-up of the revised approach was very good.

Community Lunch Club

The lunch club has really changed this year due to the pandemic.

We had to close in March 2020 due to the national lockdown and reopened in August but with huge changes. We have 6 tables but can only currently have 1 person per table (up to two if in a bubble with another person).

We also reduced to just two volunteers due to social distancing rules. One volunteer helps on Monday and the other on Friday.

The lunch club was still well received by those who attended, and we were still able to offer a wide variety of homemade cooked dinners and desserts.

Unfortunately, due to a further lockdown the lunch club closed again in October for the rest of the year.

Bristol Credit Union

Face to face support for access to the **Credit Union** has not been possible since lockdown. However, we are still available to signpost any enquiries and offer what help we can via telephone or email.

Tuesday Move It Club (TMIC)

In 2021 Tuesday Move It Club morphed into Wednesday Move It Club! We have continued through almost all of this year, alfresco in almost all weathers, with places booked in advance due to Covid. Nic has been back with us every week and has taken all the game planning, fruit buying and story prep too. We often wonder what our neighbours think as we host a lively bunch of children with the Hokey Cokey, raucous team games, a giant parachute and of course a good session of "Stuck in the Mud"

Nic and another Nic from Pendennis Good News Church ran sessions all through the summer holidays too, and the last session was a treat as we made ice cream sundaes with some very excited children, (Thanks to the Trustees for funding this!)

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2021

Some of our older children have now moved up to Year 6 or secondary school and so we have recruited a new bunch of year 3s, mainly from Christ Church Juniors and Staple Hill Primary, but all living close by in the flats. Our club is aimed at year 3-5s at Junior School. We are investigating another outing on a Saturday for our children, possibly to "Mojo Active" nearby in Almondsbury hopefully with funding from some of our S.Glos Councillors, and there will be Carol Singing & hot chocolate on Dec 15th too. Sally (one Trustee) has offered again to buy Christmas gifts for all our children (and their siblings), this is such a kind thing to do, and we have the joy & privilege of handing them out to the children without all the thought and energy of buying and wrapping them.

Both Nic and Helen have changed their main jobs this year, yet we have managed to continue to run the club because we know how special it is to the children who attend. Helen's boss agreed to her leaving early one day a week to be a club leader and now that Nic has changed her workdays, we have moved the club from a Tuesday to a Wednesday. We can run the club 3 Wednesdays every month and the 4th Wednesday is Messy Church at Christ Church Downend, but we are delighted to still be running. We are, as ever, grateful to the Trustees of the Staple Hill Community Hub for their support and encouragement, the use of the building and the new leader T shirts too.

Emergency Food Parcels

In mid-March in response to the pandemic the Hub partnered with the Staple Hill Salvation Army, the local Councillors and a community group in Mangotsfield, to provide emergency food parcels to people who are unable to afford, or unable to go out to buy, even basic food supplies. The service is fronted by the Hub and parcels are either delivered to people's homes from the Hub or can be collected from the SA at Staple Hill or the Red Lion pub in Mangotsfield. Demand is proving to be several times the level we previously served.

We have continued to provide Emergency Food Parcels from the Hub for delivery or collection throughout this period. We are intending to gradually return to our usual service as restrictions are loosened and local need falls.

Matthew Tree Project

The need for the provision of emergency food parcels in particular has been surprising. In the light of this we are exploring the possibility of working in partnership with the Matthew Tree Project to establish a local food bank service. This is a significant undertaking which, if successful, will take quite some time to come into being.

Signposting

We have continued to post hundreds of community service messages and authoritative advice to help the community cope with the effects of the lockdown.

During the pandemic access to information about what local help was available to those in need was crucial. We signposted nearly 200 community service messages and authoritative advice to help the community cope with the effects of the lockdown

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2021

Xmas Hampers

Jointly with the Staple Hill Partnership, we provided twenty hampers to local residents in need. Thank you to all those who helped with the delivery.

In Conclusion

Since the year end, we have gradually started to return to full-service delivery and with the Hub staffed again. So far this has gone well although one or two services have not yet reached their pre-covid levels of attendance. As we continue to emerge from the worst of the pandemic and can hopefully look forward to further improvements in the situation, we are determined to continue to restore our services and build on them to do more for our community.

Reserves policy

It is the policy of the Trustees to maintain the unrestricted funds, which are the free reserves of the charity that are not committed or invested in tangible fixed assets held by the charity, to a level of approximately six months of the charity's expenditure. This represents approximately £20,000 in unrestricted funds. The Trustees believe that this represents the level of reserves necessary to ensure the effective and efficient operation of the charity for the benefit of its clients. The charity ended the year with free reserves of £64,090 this is above target level.

Risk review

The trustees confirm that the major risks, to which the organisation is exposed, as identified by it, have been reviewed and systems have been established to manage these risks. Internal risks are minimised by the implementation of effective internal control procedures, which ensure both appropriate authorisation of all transactions and projects and consistent quality of delivery for all operational aspects of the organisation. These procedures are periodically reviewed for their continuing effectiveness.

Organisational structure

The charity is run by the Trustees who meet on a regular basis. Powers are delegated to officers and volunteers as and when appropriate.

STAPLE HILL COMMUNITY HUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2021

Responsibilities of the Trustees

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Principal Office
1a Berkeley House
Berkeley Road
Staple Hill
Bristol
BS16 5HS

Signed by order of the trustees

William Lee
Treasurer

Approved by the Trustees on 16th December 2021

STAPLE HILL COMMUNITY HUB

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF STAPLE HILL COMMUNITY HUB

YEAR ENDED 31 MARCH 2021

I report on the accounts of the Charitable Incorporated Organisation for the year ended 31 March 2021, which are set out on pages 12 to 13.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act and the regulations made there underhave not been met;
- or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Brown

Paul Brown FCIE DChA
Rose & Leaf Ltd

Suite 2
14 – 15 Triangle South
Bristol
BS8 1EY
16th December 2021

STAPLE HILL COMMUNITY HUB
RECEIPTS AND PAYMENTS ACCOUNTS
YEAR ENDED 31 MARCH 2021

	Unrestricted Funds £	Restricted Funds £	Year Ended 31-Mar-21 £	Year Ended 31-Mar-20 £
RECEIPTS				
South Gloucestershire Council - Service Level Agreement	23,200	-	23,200	23,200
Other grants & donations	28,128	3,944	32,072	9,603
Rental income	3,120	-	3,120	8,825
Friendship & Exercise Club	13	-	13	2,685
Lunch Club	329	-	329	3,349
Other income	-	-	-	100
	<u>54,790</u>	<u>3,944</u>	<u>58,734</u>	<u>47,762</u>
PAYMENTS				
Salary	16,521	-	16,521	17,934
Donations	50	-	50	-
Friendship & Exercise Club	918	-	918	3,547
Lunch club	4,120	-	4,120	5,732
Job Searchers Support Group	-	-	-	148
Move It Club	-	-	-	585
Emergency Food Parcels	-	2,337	2,337	1,006
Fresh Air & Free Food	81	-	81	-
Well Being Sessions	-	-	-	400
Christmas Events	-	1,244	1,244	280
Overheads	4,674	-	4,674	4,715
Fundraising	1,032	-	1,032	406
Staple Hill Partnership	13,750	-	13,750	8,250
	<u>41,146</u>	<u>3,581</u>	<u>44,727</u>	<u>43,003</u>
Net of receipts/(payments)	13,644	363	14,007	4,759
Cash funds as at 31 March 2020	<u>50,295</u>	<u>933</u>	<u>51,228</u>	<u>46,469</u>
Cash funds as at 31 March 2021	<u>63,939</u>	<u>1,296</u>	<u>65,235</u>	<u>51,228</u>

STAPLE HILL COMMUNITY HUB

STATEMENT OF ASSETS AND LIABILITIES

AT 31 MARCH 2021

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Year Ended 31-Mar-21 £	Year Ended 31-Mar-20 £
CASH FUNDS					
Current account	63,788	-	1,296	65,084	51,019
Petty Cash	151	-	-	151	209
Total Cash Fund	<u>63,939</u>	<u>-</u>	<u>1,296</u>	<u>65,235</u>	<u>51,228</u>
Assets					
Other debtors	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
LIABILITIES					
Other Creditors	-	-	-	-	-
Independent examiners fee	<u>150</u>	<u>-</u>	<u>-</u>	<u>150</u>	<u>150</u>

Signed by the trustee on behalf of the board of trustees

.....
William Lee (Treasurer)

16th December 2021