

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.

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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.

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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.

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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.

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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.

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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!)

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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

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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.

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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.

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1a Berkeley House
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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 FCIE DChA
Rose & Leaf Ltd

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BS8 1EY
16th December 2021

STAPLE HILL COMMUNITY HUB

RECEIPTS AND PAYMENTS ACCCOUNTS

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
	54,790	3,944	58,734	47,762
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
	41,146	3,581	44,727	43,003
Net of receipts/(payments)	13,644	363	14,007	4,759
Cash funds as at 31 March 2020	50,295	933	51,228	46,469
Cash funds as at 31 March 2021	63,939	1,296	65,235	51,228

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	63,939	-	1,296	65,235	51,228
Assets					
Other debtors	-	-	-	-	-
LIABILITIES					
Other Creditors	-	-	-	-	-
Independent examiners fee	150	-	-	150	150

Signed by the trustee on behalf of the board of trustees

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William Lee (Treasurer)

16th December 2021