

**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

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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.

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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.

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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.

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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.

Paul 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			-	-
	38,144	20,206	58,350	51,011
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
	33,847	21,498	55,345	45,764
Net of receipts/(payments)	4,297	(1,292)	3,005	5,247
Cash funds as at 31 March 2022	67,937	2,545	70,482	65,235
Cash funds as at 31 March 2023	72,234	1,253	73,487	70,482

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

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William Lee (Treasurer)

15th December 2023