

**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

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#### 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

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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

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### 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

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**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

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**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.

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### 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 .....

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# 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 £
<b>RECEIPTS</b>				
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
	<b>41,931</b>	<b>13,837</b>	<b>55,768</b>	<b>80,235</b>
<b>PAYMENTS</b>				
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
	<b>51,094</b>	<b>21,618</b>	<b>72,712</b>	<b>70,152</b>
<b>Net of receipts/(payments)</b>	<b>(9,163)</b>	<b>(7,781)</b>	<b>(16,944)</b>	<b>10,083</b>
<b>Cash funds as at 31 March 2024</b>	<b>74,798</b>	<b>8,772</b>	<b>83,570</b>	<b>73,487</b>
<b>Cash funds as at 31 March 2025</b>	<b>65,635</b>	<b>991</b>	<b>66,626</b>	<b>83,570</b>

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 £
<strong>CASH FUNDS</strong>				
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	65,636	990	66,626	83,570
<strong>Assets</strong>				
Other debtors	-	-	-	-
<strong>LIABILITIES</strong>				
Other Creditors	-	-	-	-
Independent examiners fee	200	-	200	200

Signed by the trustee on behalf of the board of trustees

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William Lee (Treasurer)

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