



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	Sept	2019		31	August	2020

## Section A Reference and administration details

<b>Charity name</b>	Anlaby Communities Trust
<b>Other names charity is known by</b>	ACT
<b>Registered charity number (if any)</b>	1156831
<b>Charity's principal address</b>	The Vicarage, Church Street
	Anlaby
	Hull
<b>Postcode</b>	HU10 7DG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev'd Stephen Wilcox	Chairman		
2	Gillian King	Secretary & Acting Treasurer		St Peter's Church Anlaby PCC
3	Sarah Haynes			
4	Katie Waltham			
5	Christopher Haynes			
6	Alice Wilcox			
7	Alison Llewellyn-Jones		From 6/5/21	
8				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
n/a	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Finance/accounts	David Smith	(Accountant advising in a personal and voluntary capacity)
Legal advisor	Arif Khalfe, Partner	Lupton Fawcett LLP, Yorkshire House, East Parade, Leeds, LS1 5BD

### Name of chief executive or names of senior staff members (Optional information)

n/a – the Charity does not employ any staff members

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (Charity Commission Foundation model for a CIO whose only voting members are its charity Trustees)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	1 ex-officio Trustee (vicar of St Peter's and St Mark's churches); up to 2 Trustees acting as nominated representatives of each of St Peter's and St Mark's PCCs; additional Trustees appointed by the Board.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

This is ACT's seventh Annual Report. ACT is entirely run by volunteers. It operates under: the legal framework set by the Charities Act 2011, the Charitable Incorporated Organisations (General) and (Insolvency and Dissolution) Regulations 2012; and its Constitution.

In line with the Constitution, ACT is governed by a Board of 6-12 Trustees. At the end of the reporting period there were 7 Trustees comprising ex-officio and nominated representatives from the founding churches, and 5 other appointed Trustees. 1 new Trustee was appointed during the year.

The Board has appointed a Trustee to act as 'Safeguarding Manager' including responsibility for DBS checking. Trustees are appointed following completion of successful DBS checks and references where they are to lead activities involving children/young people and/or vulnerable adults. Trustees are all provided with relevant Charity Commission guidance, key policies/procedures forming the organisation's Operational Handbook, and guidance and training as part of Trustee induction.

During 2020-21, working relationships continued regarding:

- Ongoing joint working with our founding partners, the Anlaby Churches of St Peter's Anlaby and St Mark's Anlaby Common.
- Our community garden project, which maintains links with local environmental charities and has provided support to the local scout group and food bank. Links have also been built with a new local branch of Men in Sheds which is due to launch in autumn 2022.

Risks are considered at every Board meeting. Several policies were also reviewed and updated in-line with our rolling schedule of policy updates.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

ACT has been set up to operate against four Objects, in summary:

- **Faith** - advancing the Christian faith in accordance with Anglican doctrines
- **Education** - through operation of a Pre-School, partnerships with local schools and life-skills development
- **Youth** - advancing young people in their lives through activities addressing their social welfare, capacity and capability to participate in society responsibly
- **Relief of need** - linked to age, hardship, poor educational or skills attainment, relationship or family breakdown, or other disadvantage

During 2020-21 activity mainly focused on maintaining and developing the activities of our community garden project (contributing primarily to our Relief of Need Object). Developmental work continued on a potential sports outreach project (Faith and Youth Objects).

### **Trustees and Stakeholders**

During the reporting period the Board of Trustees met 3 times. Our virtual Stakeholder Group continued to receive occasional email updates and the annual Stakeholder letter. The Board reviewed issues affecting the local community, and also reviewed and agreed updates to our Data Protection/Privacy, Anti-Fraud, Environmental, Equal Opportunities, Health & Safety and Volunteering Policies, in line with our agreed review schedule. Our Trustee information pack was updated accordingly.

### **Organisational Focus**

Despite the pandemic we were able to maintain and develop new activities through the community garden, including strengthening links with the local scout group, participating in wider community events and undertaking fund-raising supporting the local foodbank. Work also continued on developing a basketball outreach project.

### **Projects and the Public Benefit Requirement**

- **Community garden** – throughout the pandemic and periods of lockdown we have been able to maintain an active community garden group. As an outdoor activity volunteers could attend safely to work on the garden, observing social distancing and other appropriate safety measures - several volunteers reported how this benefited their health and well-being during the pandemic.

As the garden has become much more established the volunteer group has had capacity to expand its activities, leading to an agreement with St Mark's to maintain other parts of the grounds in return for free use of the church hall. We now have a fruit growing area and have made an impact at the front of the site encouraging more people in to visit the adjoining 'official' community garden area.

Following the successful activity day with St Mark's scout group prior to lockdown in 2020, we were delighted to be invited back in May 2021 to provide activities as part of the group's relaunch and to help scouts, cubs and beavers with their gardening badges. Bespoke sessions were developed and delivered to each unit, enabling the children/young people to learn about tools, garden health and safety, what plants need to grow, and mini-beasts 'friends and foes'.

Practical activities included vegetable planting and seed-sowing. We received excellent feedback from the children and unit leaders and hope to continue supporting the group in this way in the future.

Lockdown impacted our ability to run formal garden sessions and a publicity campaign to recruit new volunteers was put on hold.

However volunteers continued to help when they could, observing COVID secure measures, and the garden continued to produce flowers, fruit and veg throughout the remainder of the year.

Following July 2020's successful Anlaby scarecrow hunt, two further 10-day hunts took place covering the wider West Hull area in October 2020 and June 2021. We again partnered with the Anlaby churches to provide scarecrow installations at the St Mark's and St Peter's church sites with fun, family-friendly trails around the community garden. The trails included faith-based elements around harvest (October 2020) and the fruit of the Spirit (June 2021). We also ran stalls raising funds for ACT and the West Hull foodbank.

We estimate that up to 1,500 people visited the garden across the

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

scarecrow weekends. As the profile of the garden has continued to rise through these events and use of Facebook we are seeing more people visiting and enjoying the garden during the week.

We are blessed with some very knowledgeable, creative and committed volunteers who have increasingly take a lead on these activities and without them we could not have made such an impact.

- **Basketball Outreach Project** – work on this project continued following the good start made in 2019/20, led by one of our Trustees with support from a new volunteer who has a real heart for this particular initiative. In October 2020 our US partner started distributing our volunteer recruitment information pack to Christian basketball teams and other contacts. Unfortunately we did not receive any applications by the February 2021 deadline. Feedback indicates that ongoing uncertainties around COVID and overseas travel restrictions were significant factors, leading us to recirculate the volunteer role as an open-ended opportunity.

After further consultation with our US partner we also started to formulate ideas for a 'Summer Short-term mission'. US Christian teens are very used to going on a mission trip in their summer holidays. Bringing a small team over from the US for this sort of initiative would encourage teenagers attending the Anlaby Churches and others across West Hull, and may spark someone's interest or lead into a 1-year volunteering arrangement. We are awaiting communication from our US partner about any interested people who may want to participate in Summer 2022.

In order to support our proposals we made a successful application for annual renewal of our immigration sponsor licence COS (Certificate of Sponsorship) allocation. This was granted in March 2021, equipping us to accept any suitable volunteer who may come forward.

Our projects have met the **public benefit requirement** by:

- helping to supporting children's spiritual welfare and education (Scarecrow hunt trails);
- addressing local needs around isolation and low incomes, promoting general health and well-being, supporting child/youth education and development and supporting those in need using the local foodbank (community garden).

We hope that the Basketball Outreach Project will have significant future impact under our Faith and Youth Objects by supporting the spiritual and general health, welfare and development of children and young people.

### **Communications**

We maintain an active Facebook page to communicate with local people and agencies, posting our own content and sharing other posts to help keep local people informed about events and services of interest. The number of page likes steadily increased over the year to around 280 and over 300 followers. We continue to report to our founding partners through written and verbal reports at church PCC meetings, and keep in contact with Stakeholders through e-mail and an annual letter.

### **Finance and fund-raising**

Income far exceeded expenditure due to receipt of a generous (£5k) donation restricted to the basketball project, and fund-raising at the scarecrow hunt events in October 2020 and June 2021 (£1.4k). Funds raised and donations received at the June 2021 scarecrow hunt were

split 50:50 with the West Hull Foodbank (£535 allocated to restricted funds for disbursement to the Foodbank). Other small donations continued to be received, and associated Gift Aid claimed. Expenditure was largely attributable to the community garden and insurance costs.

Bank arrangements are unchanged. We joined Easyfundraising and Amazon Smile for small fund-raising from on-line shopping donations.

#### **Trustee Obligations**

Throughout all of its activities the Trustees have paid regard to their obligations under Section 17(5) of the Charities Act and the Charities (Accounts and Reports) Regulations 2008 regarding the Charity Commission's guidance on public benefit. Our organisational overview document includes a section about public benefit alongside our Objects, vision, mission and goals.

### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

ACT's activities as described in this report have been led and carried out by Trustees and other ACT volunteers, working with other groups where appropriate. Our Trustees have a variety of relevant skills including HR/employment practice, education and working with children, young people and vulnerable adults, management, project development and fundraising, and other community activities. Any additional professional advice required is sourced from experienced contacts and local agencies.

The Operational Handbook includes a 'Financial Rules and Operational Protocols' document. ACT is not a grant-making body but may work in partnership with other agencies in-line with the Constitution and to further its Objects. It is unlikely that ACT will have sufficient funds to consider significant investments for some time, however funds may be held in an interest-earning account in order to maximise income generation for use by the charity in-line with the Objects, priorities and reserves policy.

## **Section D**

## **Achievements and performance**

### **Summary of the main achievements of the charity during the year**

ACT's main achievements in the reporting period are:

- Continued focus on the community garden and pursuing sports outreach through the Basketball Outreach Project.
- Review of key policies in-line with our rolling 'Operational Handbook' review programme.
- Maintaining an up to date training pack for existing and new Trustees.
- Maintaining the community garden for local community benefit.
- Successful renewal of our immigration sponsorship licence 'Certificate of Sponsorship' allocation for BOP and identifying the summer mission as a linked initiative that could support BOP as the long term goal.
- Undertaking successful engagement activities with St Mark's Scout Group, and the local community through local scarecrow hunts.
- Undertaking successful fund-raising, including raising over £500 for the local foodbank.
- Networks and links developed through the community garden, work with the Scout group and for the Basketball Outreach Project.
- Maintenance of an active Facebook page, securing a steadily increasing number of page likes and followers.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

ACT's 'Financial Rules and Operational Guidelines' establishes that ACT will maintain a minimum ring-fenced cashflow reserve of £1000 or 3 months' operational liabilities, whichever is the greater.

Future provisions are also made to build/hold additional reserves for specific future projects in-line with agreed priorities, maintenance and asset replacement of any land/property that ACT may control, and redundancy provision should ACT ever employ any staff.

### Details of any funds materially in deficit

Nil

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

ACT's main sources of funds for the reporting period were donations, reclaimed HMRC Gift Aid and proceeds from fund-raising activities.

Ways continue to be found to support ACT's activities at nil or very low cash cost to the charity. For example – meeting on-line; voluntary/pro-bono support from Trustees, Stakeholders and other advisors; donations of materials to support our projects.

The charity does not have sufficient funds to consider investment at the current time.

## Section F

## Other optional information

N/a

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

### Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Stephen Charles Frederick Wilcox

Gillian King

Position (eg Secretary, Chair, etc)

Chair

Secretary and Treasurer

Date

22/11/21



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>ANLABY COMMUNITIES TRUST</b>	No (if any) 1156831
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## Receipts and payments accounts

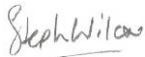

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For the period from	Period start date 01/09/2020	To	Period end date 31/08/2021
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	437	5,043	-	5,480	1,487
HMRC Gift Aid payments	69	-	-	69	338
Fund-raising	900	492	-	1,392	-
Grants	-	-	-	-	-
Petty cash receipts	-	-	-	-	-
Other	-	-	-	-	400
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>1,406</b>	<b>5,535</b>	<b>-</b>	<b>6,941</b>	<b>2,225</b>
<b>A2 Asset and investment sales, (see table).</b>					
N/a	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>1,406</b>	<b>5,535</b>	<b>-</b>	<b>6,941</b>	<b>2,225</b>
<b>A3 Payments</b>					
Publicity	-	-	-	-	-
Events	40	-	-	40	12
Projects	340	-	-	340	3,394
Insurance	243	-	-	243	223
Petty cash payments	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>623</b>	<b>-</b>	<b>-</b>	<b>623</b>	<b>3,629</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>623</b>	<b>-</b>	<b>-</b>	<b>623</b>	<b>3,629</b>
<b>Net of receipts/(payments)</b>	<b>783</b>	<b>5,535</b>	<b>-</b>	<b>6,318</b>	<b>- 1,404</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>3,387</b>	<b>-</b>	<b>-</b>	<b>3,387</b>	<b>4,791</b>
<b>Cash funds this year end</b>	<b>4,170</b>	<b>5,535</b>	<b>-</b>	<b>9,705</b>	<b>3,387</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	4,170	5,535	-
	Petty cash	-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>4,170</b>	<b>5,535</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
	N/a	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	N/a		-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	N/a		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	N/a		-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	 	STEPHEN WILCOX  SARAH HAYNES	22/11/2021  22/11/2021	