



Woodlands Speaks

Financial Statements for the
year ended 31st July 2021

Charity number: 1159638
Company limited by guarantee

Woodlands Speaks
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year ended 31st July 2021

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Charity registered number	1159638
Trustees (Directors)	Patricia Granby Mary Paton Jacqueline Mundy - From 20/05/2021 Steve Thomas - Until 17/01/2021 Rosemary Lambert - Until 02/04/2021
Registered address	Woodlands Community Library 1 Windmill Balk Lane Woodlands Doncaster DN6 7SB
Independent Examiner	Heera Singh FMAAT HSL Accountancy Solutions Ltd Enterprise House 61a Carr House Road Doncaster DN1 2BY

The trustees present their annual report along with its annual accounts for the year ending 31 July 2021. The Annual Accounts have been prepared in accordance with the accounting policies set out in Note 1 and comply with the Charities Constitution. Woodlands Speaks is a charity registered with the Charity Commission under the registration number 1159658.

CHARITY OBJECTS, GOVERNANCE AND MANAGEMENT

The charity has the following objects for the public benefit of the inhabitants of the village of Woodlands: -

- (1) To advance education of the public by the running and management of a community library and associated facilities for learning and individual skills development;
- (2) To promote for the benefit of the inhabitants without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants 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 and other leisure time occupations with the objects of improving the conditions of life of the said inhabitants; and
- (3) To establish or secure the establishment of a community centre and to maintain and manage the same (whether alone or in co-operation with any local authority or person or body) in furtherance of these objects.

The charity Trustees managed the affairs of the CIO and for that purpose exercise all the powers of the CIO. Every charity trustee must be a natural person over the age of 16 years. Every charity trustee must live, or work in the Woodlands area and 51% must be residents of Woodlands. In selecting individuals for appointment as charity trustees, regard must be given to the skills, knowledge and experience needed for the effective administration of the CIO. Every trustee must sign and abide by the Woodlands Speaks Code of Conduct. Trustee's meetings are held on a regular basis usually every three months. The Chair and Vice Chair hold regular meetings with the Community Manager and all trustees are updated.

The charity trustees may create associate or other classes of not-voting membership and may determine the rights and obligations of any such members. The charity also has a Library committee which can support the Big Local Partnership when necessary in the management of the Community Library and Hub. The Library Committee is chaired monthly by the Community Manager and is attended by the library volunteers who work in the library on a day to day basis. The Community Manager is responsible for reporting any relevant information from these meetings to the CIO where necessary.

The Trustees receive regular reports on the progress of projects and the financial position of the charity. To support the Trustees, progress projects and activity, the Trustees employ a full time Community Manager who manages projects and the Library and community hub on a day to day basis. The Community Manager is answerable to and required to provide reports to the Trustees. In addition, the charity employs a full-time Employment and Wellbeing Coach (due to loss of CRT funding this position was made redundant in June 2021) who is also answerable to the Trustees and a part time Administration Manager.

Budget allocations to individual projects are made and agreed by trustees and all financial procedures are undertaken in accordance with the charities financial procedures which requires signed approval by the Chair of Trustees and the vice chair of Trustees in line with the funding procedures of the Big Local. The approval process for expenditure in the Library is covered under the delegated authority arrangements.

OUR VISION

Woodlands Speaks has been established to deliver projects that will improve the lives of the residents of Woodlands village. It has an agreed 10-year vision to make Woodlands:

- a cleaner, more attractive and safer place to live;
- where people have the skills and confidence to achieve the things they want to;
- that has an active community motivated by pride in the village and its heritage;
- where young people are supported to improve themselves their lives and their community.

Our vision is based on the things that residents are most concerned about and the trustees who are residents themselves feel it is important that the charity takes on board the concerns of people who live here because they are the people who know what is needed and the people that support the success of the project.

OUR PRIORITIES

Woodlands Speaks works with local partners and residents to develop projects that contribute to improving the lives of local residents in Woodlands. The trustees recognise that Woodlands has a number of significant deep seated issues that require a long-term community led approach that deals with immediate issues and also focuses on some of the causes of the issues themselves. As a result, its activities aim to deliver improvements against the following priorities:

- Improving the environment
- Providing activities and support for young people
- Supporting people into employment and training
- Supporting local groups

In setting our programme each year we have regard to the Charity Commission's general guidance on public benefit and prevention and relief of poverty for the public benefit. The trustees always make sure that the programmes we undertake are in line with our charitable objects and aims.

HOW WE WORK

The charity delivers its charitable aims by using funding it receives in grant from the Big Lottery (Local Trust) as part of the Big Local Programme. This Programme guarantees over £1m to be spent on community projects in Woodlands. The Woodlands Speaks charity is the local community led organisation that engages with residents, identifies priorities and goes on to develop and implement projects. To do this the charity developed a 5 year Action Plan to cover the period 2020-2025. This Plan reflects the charity's vision, priorities which in turn reflect the key issues that have been identified by local residents.

Implicit in the charity's approach to delivery are its guiding principles which are:

- **Involvement:** the involvement of residents in any project or activity is considered to be the most important factor for its success and every opportunity is taken to make sure this happens.
- **Sustainability:** the charity needs to bring ongoing benefits to the community by having realistic plans in place for how each project will continue after funding ends.

To deliver individual projects the charity focuses attention on developing partnerships that bring together key partner agencies and the local community. These ensure projects are shaped and implemented by the community and lead to sustainable improvements. Examples of this include:

- Running a busy Community Library with a team of volunteers, developing services and support with an established Library Committee made up of volunteers.
- Working closely with the neighbourhoods' team within DMBC and the local Ward Councillors developing and delivering projects to support the local community.
- Engaging with the Coalfields Regeneration Trust to develop and deliver employment and training support to individuals in an area of high unemployment.
- Supporting the local voluntary and community sector organisations to deliver improved community outcomes and also contribute to meeting the charity's priorities.
- Running a community grants programme to support local projects

WHAT WE HAVE ACHIEVED

The Charity agreed an Action Plan in 2013 which was approved by its main funder Big Local and started to be delivered in 2014. The charity's commitment to engaging with and involving the community in all of its projects has meant progress was originally slower than intended. A new 5 year Action Plan was agreed by the Big Local in 2020 which will continue to deliver positive outcomes for local residents building on the firm foundations for delivery established in the first 6 years of delivery. The Charity has worked hard to establish itself within the village operating from the local library. The building is in a prominent location in the village and has a good footfall. The charity set itself an ambitious vision to develop the facility as a Community Library and Hub and the library is now a busy focal point for community activity and involvement in the village.

Further achievements in relation to the charity's priorities include:

Improving the environment

Highfields Country Park – As a result of the work of Woodlands Speaks, the Local authority have spent over £50,000 of 106 money improving the Country Park and now undertake extensive grass cutting and litter picking to keep this a pleasant area to busy.

The library garden was also redesigned and work completed which has received great feedback from the local community. This is maintained by ex-offenders as part of the Sodexo scheme.

The charity has continued to provide flower boxes in the village which were planted by two of our Trustee's and maintained by local businesses

Providing new facilities for Young People

The charity progressed the planning of a new skate park for the village and gained planning consent on the site of the local leisure centre with funding in place from the Big Local construction. Construction was completed in July 2019 at a cost of £240,000. The Skate park has a 20 year guarantee from Freestyle and was built on the local Leisure Centre site. The Skate park is managed by DCLT (Local Leisure Centre Trust).

The Skatepark opened in August of 2019 and since a number of initial issues around anti-social behaviour have been dealt with the project has been a great success. We offer a range of activities involving young people at the Community Library and hub including craft workshops delivered by a local volunteer, reading groups from the local junior school and although we gained the 'Ambition' standard via the Expect Youth Project for our Youth Club which was very popular and was run for 2 years for 8 to 11 year olds this project was discontinued due to anti-social behaviour by parents.

Supporting people into employment and training and wellbeing

The charity has been providing employment advice since April 2015 through a specialist employment advisor based in the Community Library. This has included providing enhanced information concerning job opportunities in the area, supporting people applying for jobs, completing CVs, interview preparation and identifying potential training opportunities. We received our fifth grant from the CRT to support this project in September 2019 but unfortunately we had to pay part of this grant back to them for not achieving our targets and being closed due to COVID. The CRT are not funding these projects for the foreseeable future. This project also includes a Barrier Breaker Fund of £3,000 to cover the cost of qualifications that are necessary to find employment.

We also increased our wellbeing project which includes group support and a 1:1 counselling provision. This was very popular and we supported customers referred from a variety of outside agencies including the local GP surgeries with 2 fully qualified counsellors. This project was funded by DMBC and ended in February 2021. We also received funding for this project from LNER which we had to refund due to COVID.

Providing a facility for community education, training and engagement

The charity has always provided a series of community education and training courses including English, maths, and computer courses at the Community Hub as well as art classes, ancestry, card making, walking groups and golden oldies fitness. The facility is increasingly being used for community engagement events and as a place where residents can meet and find out about what's happening. In addition to education activities, regular advice sessions are also being provided including benefits advice, and financial inclusion.

We are a Community Led Support Hub recognised by the local council and St Leger Homes which maintains all the local council properties now has a reception within our building which has increased our footfall and provides support to local people.

One of the local SEND education providers has also been running a café once a week to increase their funds and local awareness of the project.

The library and community hub was closed due to COVID restrictions during March 2020 and did not reopen until 1st November 2021.

Supporting the development of community groups

Operating from the Community Library and Hub the charity has supported new community groups to become established by providing allocation and sourcing finance. We also offer a start-up grants to new businesses in the area and support to set up new businesses.

Providing volunteering opportunities

The library service is delivered by the charity through a group of local volunteers we currently have 16 volunteers. The involvement of local people in volunteering to deliver services in their village is an important outcome in an area where volunteering has traditionally been very low and restricted mainly to local sports. The Library service has operated over 6 days each week and volunteering opportunities are often taken up by people seeking work. To support this activity, volunteers are paid travel expenses and supported by the Community Manager. The footfall of the library has increased greatly over the year and we are regarded as a flagship Community Run Library with the local council.

Delivering a Community Grants Programme

Throughout the year the charity has operated a grant programme offering up to £1000 to support local community and voluntary organisations who operate in the village and providing services to local people. Causes supported include, the local parents and tots group, the local foodbank, a local cricket and football team, a local playgroup, a local community centre, a local exercise group for the elderly, and all the equipment for a local forest school that supports children with learning difficulties.

This project and our support has continued throughout the library closure. We also manage a community grants programme for Keepmoat Homes and these grants are continuing.

Our Community Manager also works with the local community to support them in accessing other grants and completing paperwork for grants available from DMBC.

Fund raising for local good causes.

The charity has participated in and supported a range of local good causes including the Alzheimer's Society, MacMillan and Royal British Legion.

FINANCIAL REVIEW

During the year Woodlands Speaks received £184,116 (2020 - £129,631) in grant as part of the Big Local Programme

RESERVES POLICY

The charity has a 5 year formal funding agreement with Big Local 2020-2025 that indicates the amount of grant it receives each year and this is released to Woodlands Speaks on a half yearly basis. The release of grant is dependent on progress in delivering projects therefore the trustees attach priority to monitoring delivery to ensure grants received are expended and future grants are released. The Charity recruited a full time Community Manager in April 2017 to ensure that finances are accurately monitored, and the projects are managed on a day to day basis. The charity ensures that it has reserves available to meet all its costs.

GRANT MAKING POLICY

The charity distributes grants to local organised voluntary and community organisations based in Woodlands and deliver activities have positive impacts on the lives of Woodlands residents. The charity also gives grants to organisations that while based outside the local area can demonstrate that their activities have significant impacts on Woodlands residents. Grant programmes are reviewed on an annual basis however all grant allocations are made on the basis of the level and likelihood of activities contributing to meeting the Woodlands Speaks priorities. (This process has been simplified to allow access to more local groups)

FUTURE PLANS

The charity reviews its plans on an annual basis and this enables trustees to reflect on the progress of individual projects in achieving set targets and their contribution to priorities. A review was completed in March 2020 and the outcomes of the original 3-year plan have remained to be a priority. In addition, recent data shows that employment, skills, crime, anti-social behaviour and young people remain important local issues impacting on the lives of the Woodlands residents.

These issues have received further backing from residents and local consultations confirm this is evident at the local monthly PACT (Partnership and Communities Together) meetings and the local Ward Councillors monthly meetings that are attended by the Woodlands Speaks Community Manager. A 5 year funding plan was agreed by the Big Local from March 2020 to March 2025 with a Spend Report submitted every 6 months to allow for release of further funds.

Woodlands Speaks regularly involves the community in its plans and projects and further engagement will take place with the community in Woodlands to ensure future activities continue to reflect the wishes of local people with open forum meetings held. This has not been possible due to COVID restrictions.

In addition, our social media now includes Facebook, Twitter, Instagram and our own regularly updated website to ensure that all local residents are aware of our projects and available support. These are accessed regularly by large numbers of the local community.

Statement of Directors and Trustees' responsibilities

The trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and the group and of the incoming resources and application of resources, including the income and expenditure of the charitable company and the group 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 judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping 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 Reports) Regulations 2008 and 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.

Signed on behalf of the Charity's trustees:

Signed:



Name and Position: Patricia Granby, Chair of Trustees

Date: 17th January 2022

Woodlands Speaks
Independent Examiners report to the Trustees (Directors)
for the year ended 31st July 2021

I report on the accounts of Woodlands Speaks for the year ended 31 July 2021 as set out on pages 8 to 12.

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,
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011; and
- 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 Commission. 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 seeking 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

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



Heera Singh FMAAT
HSL Accountancy Solutions Ltd
Enterprise House
61a Carr House Road
Doncaster
DN1 2BY

Date: 25th January 2022

Woodlands Speaks
Statement of Financial Activities
for the year ended 31st July 2021

		Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Income from:	Notes 2				
Grants & donations		60,229	118,811	179,040	126,009
Charitable activities		4,945		4,945	3,622
Investment income		131		131	0
Total		65,305	118,811	184,116	129,631
Expenditure on:	3				
Raising funds			334	334	260
Charitable activities			141,407	141,407	169,693
Total		0	141,741	141,741	169,953
Net income/(expenditure)		65,305	-22,930	42,375	-40,322
Transfers between funds		57,544	-57,544	0	0
Net income/expenditure after transfers		122,849	-80,474	42,375	-40,322
Balance brought forward at 1st August 2020		11,818	116,575	128,393	168,715
Balance carried forward at 31st July 2021		134,667	36,101	170,768	128,393

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

Woodlands Speaks
Balance sheet
As at 31st July 2021

		2021	2020
	Notes	£	£
Fixed Assets	5	9,248	11,560
Current Assets			
Debtors	6	6,521	0
Cash at bank & in hand		<u>195,499</u>	<u>118,773</u>
		202,020	118,773
Liabilities			
Creditors - amounts due within one year	6	<u>-40,500</u>	<u>-1,940</u>
Net current assets		161,520	116,833
Net assets		<u>170,768</u>	<u>128,393</u>
Funds of the Charity			
Unrestricted funds	7	134,667	11,818
Restricted funds	7	<u>36,101</u>	<u>116,575</u>
Total funds		<u>170,768</u>	<u>128,393</u>

Signed on behalf of the Charity's trustees:

Signed:

Patricia Granby

Name and Position: Patricia Granby, Chair of Trustees

Date: 17th January 2022

The accounting policies and notes on pages 10 to 12 form part of these financial statements.

1. Accounting policies

1.1.1. Basis of preparation

These accounts (financial statements) have been prepared under the historic cost convention, with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:

- The Charities Act 2011
- The Financial Reporting Standard applicable in the UK and the Republic of Ireland: FRS102
- Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS102) (effective January 2015)

1.1.2. The charity meets the definition of a public benefit entity as defined by FRS 102.

1.1.3. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

1.1.4. All figures presented in the statements and supporting notes have been rounded to the nearest pound.

1.2. Incoming resources

These are included in the Statement of Financial Activities. Incoming resources are recognised when:

- The charity becomes entitled to the resources
- The trustees are virtually certain they will receive the resources; and
- The monetary value can be measured with sufficient reliability

Where incoming resources have related expenditure (as with fund-raising or contract income) the incoming resources and related expenditure are reported gross in the Statement of Financial Activities.

Grants and donations are only included in the Statement of Financial Activities when the charity has unconditional entitlement to the resources.

Contractual income is only included in the Statement of Financial Activities once the related goods or performance related services have been delivered.

Investment income is included in the accounts when receivable.

1.3. Expenditure

Expenditure is charged to the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Expenditure is classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable expenditure comprises those costs incurred in the delivery of the charity's activities and services for its beneficiaries, including both direct and support costs. The expenditure has been analysed but usage.

Professional fees include those costs associated with meeting constitutional and statutory requirements, including Accountancy fees.

1.4. Fund accounting

Restricted funds are funds received from donors which are subject to restrictions on the purposes for which they may be used of which have been raised for a specific project. Unrestricted funds are those where there are no externally imposed restrictions. These include funds freely available to the charity for expenditure or appropriation to reserves for internally designated purposes.

1.5. Assets

Tangible assets are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost, or, if gifted, at the value to the company on receipt.

1.6. Debtors

Debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

1.7. Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount. Accrued charges are normally valued at their settlement amount.

1.8. Taxes

As a Charity the company is exempt from taxation on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of chargeable gains Act section 505 of the Taxes Act 1988 or s256 of the Taxation of chargeable gains Act 1992 to the extent that these are applied to its charitable objects.

2. Income from):

	General Fund £	Restricted Fund £	Total 2021 £
Grants			
Big Local - Local Trust		93,950	93,950
Doncaster MBC - Therapies project		11,255	11,255
LNER - Therapies project		5,000	5,000
Keepmoat - Community grants		8,606	8,606
Doncaster MBC - Covid support grants	26,143		26,143
HMRC - Jobs retention grant	31,922		31,922
	58,065	118,811	176,876
Donations			
General	2,165	0	2,165
Charitable activities			
Big Local - Local Trust	4,945	0	4,945
Investment income			
Bank interest	131	0	131

3. Expenditure on

	General Fund £	Restricted Fund £	Total 2021 £
Raising funds			
Advertising/Promotional		334	334
Charitable activities			
Bank charges		81	81
Community grants		6,689	6,689
Depreciation		2,312	2,312
Insurance		274	274
Professional fees		1,847	1,847
Project expenditure		59,151	59,151
Repairs and renewals		239	239
Sundry expenses		1,099	1,099
Telephone and computer costs		0	0
Travel expenses		473	473
Wages and salaries		69,243	69,243
Total	0	141,408	141,408

4. Staff costs

	2021 £
Salaries	69,243

No person received emoluments of more than £60,000 in the year. The average number of staff during the year was 2. The Charity also commission Independent Contractors to carry out delivery of projects as and when required

5. Fixed assets

Cost

	£
At 1 August 2020	11,560
Additions	0
At 31st July 2021	11,560

Depreciation

	£
At 1 August 2020	0
Charge for the year	2,312
At 31st July 2021	2,312

At 31st July 2021	9,248
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At 31st July 2020	11,560
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6. Debtors and creditors

	2021 £
Trade debtors	6,521
Creditors due in one year	-500
Deferred income	-40,000
	-40,500

7. Movement of funds

	Opening Balance £	Incoming Resources £	Resources Expended £	Transfers £	Closing Balance £
Unrestricted funds					
General funds	11,818	65,305	0	57,544	134,667
Restricted funds					
Big Local - Local Trust	100,515	93,950	-110,068	-57,544	26,853
Big Local - Local Trust Assets	11,560	0	-2,312		9,248
Doncaster MBC - Therapies project	0	11,255	-11,255		0
LNER - Therapies project	0	5,000	-5,000		0
Keepmoat - Community grants	-5,500	8,606	-3,106		0
Coalfield Regeneration Trust	10,000	0	-10,000		0
Total funds	128,393	184,116	-141,741	0	170,768

Restricted funds	Project description
Big Local - Local Trust	Supporting the local community – Lottery Local Trust funding
Doncaster MBC - Therapies project	One to one support for mental health issues
LNER - Therapies project	One to one support for mental health issues
Keepmoat - Community grants	Local community grants
Coalfield Regeneration Trust	Employment support project