



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	Day	Month	Year
	1 st	April	2021		31 st	March	2022

Section A Reference and administration details

Charity name **The Training and Skills Development Foundation**

Other names charity is known by

Registered charity number (if any) **1160295**

Charity's principal address **108 Boundary Park Rd**

Oldham

Lancs

Postcode

OL1 2NZ

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	David Needham	Chair		
2	Jayne Hilton	Trustee/Treasurer		
3	David MacDougall	Trustee		
4	Lynton Lawton	Trustee/Secretary		
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20				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Foundation model constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods
(eg. appointed by, elected by)

Appointed by Chairman & other Trustees

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.

- Safeguarding & Equal Opportunities Policies
- Health & Safety Policy
- Structured with Chairman, Treasurer, Secretary and Trustee
- 1 x Employee: Training and Development Manager
- 1 x volunteer minibuss driver.
- 1 x volunteer administrator.

Section C Objectives and activities

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

The advancement of education and the development of skills for people in the North of England who want to improve their skills and employment through the provision of vocational, numeracy, literacy and skills training frameworks and other charitable support as may from time to time be determined.

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)

The Charity is constituted to benefit people who want to improve their prospects of employability and prepare people for opportunities, responsibilities and experiences of everyday life; to promote, sustain and increase individual and collective knowledge and understand specific areas of study, skills and expertise and to equip people with the capacity and capabilities to understand and operate successfully in society, and through the provision of education, training and skills development, this will improve the quality of people's lives and be of benefit to those people and the community.

The Charities Trustees know what the Charities purposes are, and they understand how each purpose is for the public benefit.

When making decisions about how to carry out the Charities purpose for public benefit, the Trustees will identify risks of harm, minimise risk of harm and make sure any harm that might arise is a minor consequence of carrying out the purpose.

The Trustees will make decisions about who can benefit by giving proper consideration to the full range of ways in which the Charities purpose is carried out.

When making decisions about how to carry out the Charity's purpose for the public benefit, the Trustees will make sure that personal benefits are no more than incidental by having regard both to its nature and to its amount and understand it could be a necessary result or by-product of carrying out the purpose.

The organisation will not restrict access to its facilities and services.

Additional details of objectives and activities (Optional information)

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

- policy on grant making.
- policy programme related investment.
- contribution made by volunteers.

- There is no policy on grant making as it is not envisaged that the Charity will embark in this kind of activity.
- In 2016, there was an investment of £12,500.00 for the purchase of a 17-seat wheelchair accessible Ford Transit Jumbo minibus.
- The Chairman has continued voluntarily to gain information and knowledge through networking with several Darts Academies and education establishments.
- During the Covid Pandemic period (March 2020 to April 2022) the charity received a total of £9,886.45 in HMRC Furlough grants and £10,000.00 OMBC Supply Chain grant, with a total Covid financial support of £19,886.45
- During the period April 2021 to March 2022 two of the three volunteer minibus drivers previously engaged unfortunately had to relinquish their volunteering duties due to changes to their driving licence, but this didn't have an impact on the availability of services as there was very limited Group Travel activity undertaken due to COVID-19 Lockdown and Social Distancing restrictions, and a hesitance from the people we support with the accessible transport to venture out and engage with social activities because they still felt 'at risk'.

Summary of the main achievements of the charity during the year

The Charity has continued to employ a Training & Development Manager, but because of COVID-19, the decision was made that this position would still remain furloughed in accordance with UK Government guidelines.

Easing of restrictions led to some limited return to the delivery of training services from May 2021 until the furlough scheme expired in September 2021, when more training activity was commenced, all be it with daily self-testing, distancing and mask wearing.

No delivery of any Group Travel activity during this financial year was undertaken due to COVID-19 lockdown and social distancing restrictions.

During the first half of the financial year, it was still the idea that delivering the MiDAS theory sessions using TEAMS/Zoom was not successful due to technological issues, and also deemed futile, as driving assessments could not take place due to social distancing regulations.

During this time, guidance was provided by the Community Transport Association (CTA) to take the lead from DVSA guidelines as to when driving assessments could resume and was adhered to.

Income

During this financial year, the Charity received £2,856.00 income from the HMRC 'furlough' Job Retention Scheme, and £4,500.00 OMBC Supply Chain grant, totalling £7,356.00 Covid support.

Training activity resumed, all be it at a reduced level after 17th May 2021, and generated £17,050.00 income up to end of March 2022, but no Group Travel was undertaken during this financial year due to social distancing and a hesitancy of passengers with disabilities still not feeling safe when venturing into social environments.

Total income for 01.04.21 – 31.03.22 amounted to **£24,406.00** which includes **£2,370.00** invoiced in the 2021/22 period, but which was still outstanding as at 31st March 2022.

Expenses

Although there was limited activity performed by the Charity during this pandemic, there were still overheads and expenses to be paid.

There were still £3,243.99 vehicle costs, including vehicle tax and insurance, along with the legally required safety checks and maintenance, and the diesel costs gradually increased from last year through increased usage and also increase in price per litre.

Insurances, Accounting costs, IT and wages were also paid.

Total expenses for 01.04.21 – 31.03.22 amounted to **£13,984.05**

Section E

Financial review

Brief statement of the charity's policy on reserves

During this year, the Charity's reserves bounced back above the £5K Charity Commission's required threshold mainly due to the awarding of the Supply Chain grant & the HMRC JRS grant, and a gradual return to the delivery of services generating much needed income, raising the bank account level at the end of this financial year in total to £17,262.62 with debtors of £2,370.00.

Details of any funds materially in deficit

None

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.

- The Charities principal source of funds in the first year (15 – 16) were from a 0% interest free loan of £5,000.00 from Sue & Stuart Needham
- A further 0% interest free loan of £10,000.00 was provided by Sue & Stuart Needham in May 2016.
- The full amount of the 0% loan was repaid to Sue & Stuart Needham during the previous year.
- At the start of the year, the Charity's balance at bank was: £9,210.67
- At the end of the year, the Charity's balance at bank was: £17,262.62
- Amounts owed from sales at the year-end was: £2,370.00
- The Charity, therefore, established a surplus total of £10,421.95.

Section F

Other optional information

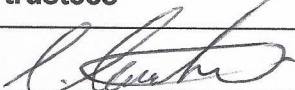
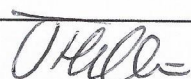
- Because of the MiDAS & PATS Training, 3rd Sector organisations have been able to be more independent and transport their members to various activities in a safe, economical and legal manner, improving the practical learning and experiences by their members.
- The provision of the transport services has been utilised by organisations who don't have access to suitable transport, and has also been invaluable to those organisations whose members have mobility difficulties, as the use of the passenger lift for wheelchair and easier access for people with walking frames and mobility difficulties has meant that those people have had the opportunity to travel to, and experience social activities and events that previously they had not been able to do due to the accessible restrictions of using other forms of transport, which has been a great benefit to their own wellbeing and social inclusion, reducing isolation and being a benefit to the community.

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)	Lynton Mark James Lawton	Jayne Hilton
Position (eg Secretary, Chair, etc)	Secretary/Trustee	Treasurer/Trustee
Date	20/08/22	



Charity Name	No (if any)
The Training and Skills Development Foundation	1160295

CC16a

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/04/2021		31/03/2022

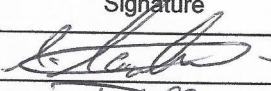
Section A Receipts and payments

	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 £
A1 Receipts					
Sales Receipts	14,680	-	-	14,680	-
Job Retention Scheme Grants	2,856	-	-	2,856	-
Local Authority Suppliers Grant - Covid	4,500	-	-	4,500	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	22,036	-	-	22,036	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	22,036	-	-	22,036	-
A3 Payments					
Accountancy	192	-	-	192	-
Computer software and expenses	196	-	-	196	-
Combined insurance	279	-	-	279	-
Payroll costs	8,640	-	-	8,640	-
Vehicle costs incl. tax and insurance	2,649	-	-	2,649	-
Fuel, mileage, and parking	1,054	-	-	1,054	-
Training costs	200	-	-	200	-
Stationery including certificates	741	-	-	741	-
Bank charges	22	-	-	22	-
S19 Permit	11	-	-	11	-
Sub total	13,984	-	-	13,984	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	13,984	-	-	13,984	-
Net of receipts/(payments)	8,052	-	-	8,052	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	8,052	-	-	8,052	-

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 £
B1 Cash funds	Bank Account	17,263	-	-
		-	-	-
		-	-	-
	Total cash funds	17,263	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Minibus		12,600	-
	Laptop		592	-
	Screen		92	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Lynton Mark James Lawton	20/08/22
	Jayne Hilton	20/08/22