



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 11	Year 2019		Day 31	Month 10	Year 2020

Section A Reference and administration details

Charity name SKYLARK COMMUNITY ASSOCIATION

Other names charity is known by

Registered charity number (if any) 1161348

Charity's principal address THE GRANGE, PINE PLACE

HAYES

MIDDLESEX

Postcode

UB4 8RA

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	PATRICIA ANNE GIBBS	CHAIR		
2	HARDIP BHAMBRA	TREASURER		
3	BRYONY GIBBS	SECRETARY		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
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)	CONSTITUTION MODEL FROM COMMUNITY MATTERS
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	VOLUNTEERS APPOINTED BY 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.

We continue to remain members of our local Hillingdon Federation of Community Association, as well as NVCO and the Small Charities Coalition.

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

To secure and manage a community building and to work with partners both statutory and non-statutory to provide a facility to provide and promote educational, leisure and recreational activities for the use of the community of North Hayes, regardless of their personal attributes or beliefs.

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)

Our relationship with the nursery as a long term let is ongoing and the nursery remains well subscribed, and is a great benefit for our local community

We have developed a relationship with Kumon, who offer Maths and English tuition.

We worked with the Local Authority to provide a venue for exercise classes for older people during the refurbishment of the libraries.

We continue working with ACDA who offered free English and IT classes for a new round to begin in April 20.

Pilates and yoga classes continued and were well subscribed.

The ladies Afro-Caribbean group continued their weekly sessions

The Police/Ward Panel meets quarterly, this allows local resident groups representatives to have direct contact with their ward police representatives and local councillors.

Members of the local community have used the centre for children's birthday parties

All our activities were interrupted by the pandemic and have been closed for a large part of the year. Activities were impacted by lockdown itself and regulations relating to social distancing, additionally there has been reluctance on the part of the users to return to face-to-face contact when some restrictions were lifted

We promoted the Yoga teacher's online classes during the pandemic and supported the Pilates teacher in developing her classes online

We have taken guidance from the Charity Commission and confirm that our activities are solely for the public benefit in the form of the local community and there is no personal gain for any of our trustees.

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.

All of the trustees are volunteers, and we recognise the work that is done by others who have supported us with their time and energy. As a small organisation, we have no paid or full-time staff.

The contribution made by the current trustees remains significant and we are in the process of recruiting an additional trustee. We will continue to look for new trustees and volunteers.

The issue with the lift continues to have an impact both on potential planned activities for the year, but also for the current users of the centre. Though it has been a little better it has been out of service during this period over lockdown, with no clear reason.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Main achievements:

- We have continued to develop good relationships with partners and residents
- We have had fox proofing done to the garden to prevent foxes bringing in rubbish and dirty nappies. This has had a clear positive impact for us and users
- We have finally managed to resolve the issues with fly tipping working with the housing association who ensure their tenants keep the bins within their gated areas and the anti-social behaviour team, who manage issues with residents,

This has helped in creating a significant positive impression on visitors to the centre

- Though the lift is working we still had issues with it during lockdown,

Section E

Financial review

Brief statement of the charity's policy on reserves

As of 31st October 2020, we have cash reserves of £16,321. This sum includes the business grant from the Local Authority relating to the pandemic

We have a three-month notice period on either side with our main client which would give us the opportunity to secure an additional client if notice were to be given.

On an operational cash basis, the charity had a surplus in the year of £7,196 which has built the reserves up to £16,321. The centre costs are around £12,500 due to our additional and expanded maintenance costs since inception, this means at this time we would have sufficient sums to manage our needs over the coming year and deal with any immediate issues that may need to be addressed such as health and safety issues relating to the continuing pandemic.

Details of any funds materially in deficit

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.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

P. A Gibbs

Full name(s)

Patricia Ann Gibbs

Position (e.g. Secretary, Chair, etc)

Chair

Date

30/08/20



Charity Name Skylark Community Association		No (if any) 1161348	
Receipts and payments accounts			
For the period from	Period start date 01-Nov-19	To	Period end date 31-Oct-20

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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Nursery	6,900	-	-	6,900	-
Office	1,840	-	-	1,840	-
Class fees	302	-	-	302	-
Hire	63	-	-	63	-
Kumon	1,476	-	-	1,476	-
Refund	25			25	
Parties	60			60	
LBH/Gov grant	10,000	-	-	10,000	-
Sub total (Gross income for AR)	20,666	-	-	20,666	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	20,666	-	-	20,666	-
A3 Payments					
Repairs and Maintenance	4,967	-	-	4,967	-
Insurance	1,727	-	-	1,727	-
Light and Heat	2,210	-	-	2,210	
Water	232	-	-	232	
Telecommunications	992	-	-	992	
Centre equipment	2,392	-	-	2,392	-
Rates	243	-	-	243	-
Consultancy	350	-	-	350	
Rent	100			100	
Printing postage and stationery	-	-	-	-	
Community resource purchases	-	-	-	-	-
Memberships	52			52	
Miscellaneous	206			206	
Sub total	13,470	-	-	13,470	-
A4 Asset and investment purchases, (see table)					
Fixed assets	-	-	-	-	
Loan repayments	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	13,470	-	-	13,470	-
Net of receipts/(payments)	7,196	-	-	7,196	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	9,124	-	-	9,124	-
Cash funds this year end	16,321	-	-	16,321	-

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	Cash at bank	16,143	-	-
	Cash in hand	178	-	-
		-	-	-
	Total cash funds	16,321	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Fixed assets	Restricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	