



Trustees' Annual Report for the period

From

Period start date

Day
01

Month
11

Year
2020

To

Period end date

Day
31

Month
10

Year
2021

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	PREET BHAMBRA		2/11/2020	Committee
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 Community Organisation within our Borough – The 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, especially over the period of the pandemic. During the period of the lockdown from Jan 21 until April 21 it only ran during the mornings.

Kumon is still active in the centre, but along with many activities from Jan 21 to April 21, they were unable to meet.

During this period ACDA who provided IT and ESOL classes, were unable to do so and as of October 21, IT and ESOL classes have not resumed, and we will be looking for other providers.

Yoga returned in September, though at this time with limited numbers

The ladies Afro-Caribbean group resumed their meetings in September

The Police/Ward Panel were only able to have limited meetings in this period these meetings allow local resident groups within wards to meet and have direct contact with their ward police representatives and local councillors.

There have been limited children parties

Our activities were limited by the pandemic and by the lockdown from January to April, when only the nursery was operating. We have been closed for a large part of the year, even when things opened up there has been significant reduction in numbers of users attending classes and tangible concerns over Covid.

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 have had the good fortune to recruit another member. We will continue to look for new trustees and volunteers.

Sadly, the issue with the lift has remained a massive problem for us. It has been out of order from August 2021. Apparently, there are issues getting spare parts as they must come from within the EU.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Main achievements:

- Our relationship with the residents surrounding the site has remained positive and strong,
- We have had to re-turf some of the garden due to erosion near paved areas which made the area unsafe for the nursery. This bedded in well
- We still have parking issues which we are trying to resolve with residents and users.
- The lift remains an issue, hopefully the new part to replace a burnt-out circuit, when it arrives will solve the issue.
- We are looking at a project to level the small garden area which falls away steeply in some places and are investigating the costs.

Section E

Financial review

Brief statement of the charity's policy on reserves

As of 31st October 2021, we have cash reserves of £34,098. This sum includes the business grant from the Local Authority relating to the pandemic.

The Local Authority during in March 2020 had changed its voluntary sector pricing policy to be able to clawback 25% of any fees charged to Nurseries held in local authority buildings. This came up at our rent review in 2021. We have offered up a range of scenarios to demonstrate we can either pay the VLSP rent or a percentage of the nursery fees and a peppercorn rent, but not both as the building is expensive to maintain and we would suffer and struggle financially in the future.

Although there have been additional funds to support us during the pandemic, this is not the norm.

Details of any funds materially in deficit

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 £17,777 which has built the reserves up to £34,098. The centre costs are around £12,000 this year plus an unknown amount depending on the additional charges from the Local Authority. The cost of the lift of course is unknown at this point.

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)		
Full name(s)	Patricia Ann Gibbs	Bryony Ellen Gibbs
Position (e.g. Secretary, Chair, etc)	Chair	Secretary
Date	30/08/2022	



Charity Name Skylark Community Association		No (if any) 1161348		CC16a
Receipts and payments accounts				
For the period from	Period start date 01-Nov-20	To	Period end date 31-Oct-21	

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					
Nursery	4,550	-	-	4,550	6,900
Office	2,360	-	-	2,360	1,840
Class fees		-	-	-	302
Hire	72	-	-	72	63
Kumon	2,591	-	-	2,591	1,476
Refund	1,145	-	-	1,145	25
Parties		-	-	-	60
LBH/Gov grant	19,160	-	-	19,160	10,000
Sub total (Gross income for AR)	29,878	-	-	29,878	20,666
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	29,878	-	-	29,878	20,666
A3 Payments					
Repairs and Maintenance	5,692	-	-	5,692	4,967
Insurance	1,597	-	-	1,597	1,727
Light and Heat	2,150	-	-	2,150	2,210
Water	264	-	-	264	232
Telecommunications	932	-	-	932	992
Centre equipment	993	-	-	993	2,392
Rates	319	-	-	319	243
Consultancy		-	-	-	350
Rent		-	-	-	100
Computer Equipment	132	-	-	132	-
Stationery	22	-	-	22	-
Memberships		-	-	-	52
Miscellaneous		-	-	-	206
Sub total	12,101	-	-	12,101	13,470
A4 Asset and investment purchases, (see table)					
Fixed assets	-	-	-	-	-
Loan repayments	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	12,101	-	-	12,101	13,470
Net of receipts/(payments)	17,777	-	-	17,777	7,196
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	16,321	-	-	16,321	9,124
Cash funds this year end	34,098	-	-	34,098	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	33,948	-	-
	Cash in hand	150	-	-
		-	-	-
	Total cash funds	34,098	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fixed assets	Restricted	-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	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
		<i>H Bhambra</i>	Hardip Bhambra	28/08/2022



MOORE Kingston Smith

Independent Examiner's Report to the Trustees of Skylark Community Association

I report to the trustees on my examination of the accounts of the Skylark Community Association (the Charity) for the year ended 31 October 2021.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

30/8/2022

Jonathan Seymour (ACA, ICAEW)
for and on behalf of Moore Kingston Smith LLP, Chartered Accountants

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The Old Vinyl Factory
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