



# Trustees' Annual Report for the period

From

Period start date

Day  
01

Month  
11

Year  
2021

To

Period end date

Day  
31

Month  
10

Year  
2022

## 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
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14				
15				
16				
17				
18				
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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)	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, Community Matters and the Foundation for Social Improvement. We were members of the Small Charities Coalition until its closure in March 22.

**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 long-term relationship with the nursery is ongoing and the nursery is well subscribed, and remains great benefit for our local community.

Kumon is active in the centre, and is now back to offering classes 3x a week and through most holidays.

We are in discussion with a provider to potentially offer the option of some IT Classes.

Yoga is ongoing, though it has not made the full recovery, hoped for after the pandemic. We are supporting the yoga teacher by reducing rates to enable her classes to be more affordable to the community.

The ladies Afro-Caribbean group are active and continue to use the centre weekly and for expanded activities for their community

Indian Dance Classes have started up which have proved very popular

In support of the Mayor of London's Safer neighbourhoods' agenda We have continued to facilitate the Police/Ward Panel meeting during this year, enabling our residents to work with the police in setting priorities for our local community.

There have been limited children parties.

Our activities were limited by the pandemic and to an extent this has remained the case. There is still a shortfall of enquiries, though the lift is now working and was finally repaired in mid-January 2022, it is an issue that local people are aware.

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.

The contribution made by the current trustees remains significant. We will continue to look for new trustees and volunteers.

Though the lift has been repaired it has had a significant impact on the use of the building and potential classes we are able to offer to members of our community.

The front door internal locking mechanism broke, the electrics of which couldn't be repaired. After investigations we were informed that the cost would be £7000 a simpler and equally safe solution was reached after discussions with our locksmith who was able to replace the mechanism with a manual solution. For the month it had significant impact on the building use and security

## 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 had to replace all the fencing due to a storm, resulting in broken panels and posts. We have now put in place a more robust option of concrete posts and slotted panels. This means we will only need to replace individual panels in the future
- Parking issues remain ongoing and we are working with our local councillors, immediate local community and users of the centre for a solution.
- We are working with the Local Authority and local councillors providing a venue for regular Councillor surgery meetings with residents. .
- Since January 2022, the lift has so far this year remained in use

## Section E

### Financial review

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

As of 31<sup>st</sup> October 2022, we have cash reserves of £30.966.

The Local Authority during in March 2020 had changed its voluntary sector pricing policy (VSLP) 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. As a result of the rent review and the scenarios put forward we agreed with the local authority to pay £100 subsidised rent and also 25% of the nursery fees. As opposed to paying the commercial rent of over £3000 and no nursery fees. In the event of the nursery leaving, we can afford £100 whereas we couldn't afford the commercial rent. This obviously will have impact especially as we are solely responsible for the building maintenance, which has been expensive this year, with several leaking pipes damaging walls as well as storm damage to fences.

We have requested information since December 21, from the local authority on how to pay this additional sum and at this point we still have not received a response from them. We acknowledge that changes in personnel and staff losses have made this difficult. However, it is frustrating not to receive responses.

We have a three-month notice period or one Term 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 an expensive year and paid out more than was received to the sum of £3 132 which left us with end of year reserves of £30,966, from this we will have to put by £3036 for the 25% nursery fees payment to the local authority. It would be fair to say that in essence our actual reserves are £27, 930.

**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)		
Full name(s)	Patricia Ann Gibbs	Bryony Gibbs
Position (e.g. Secretary, Chair, etc)	Chair	
Date	31/08/23	




Skylark Community Association			No (if any) 1161348	CC16a
<b>Receipts and payments accounts</b>				
For the period from	Period start date 01-Nov-21	To	Period end date 31-Oct-22	

## 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 £
<b>A1 Receipts</b>					
Nursery	12,144	-	-	12,144	-
Room Hire	4,309	-	-	4,309	-
Bank Deposits	-	-	-	-	-
Parties	180	-	-	180	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	16,633	-	-	16,633	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	16,633	-	-	16,633	-
<b>A3 Payments</b>					
Buildings	11,257	-	-	11,257	-
Insurance	1,892	-	-	1,892	-
Utilities	3,158	-	-	3,158	-
Rent	100	-	-	100	-
Rates	381	-	-	381	-
Water & Sewage	358	-	-	358	-
Telecommunications	1,003	-	-	1,003	-
Centre equipment	1,100	-	-	1,100	-
Computer Services	65	-	-	65	-
Consultance	300	-	-	300	-
Misc	120	-	-	120	-
Subs	30	-	-	30	-
<b>Sub total</b>	19,765	-	-	19,765	-
<b>A4 Asset and investment purchases, (see table)</b>					
Fixed assets	-	-	-	-	-
Loan repayments	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	19,765	-	-	19,765	-
<b>Net of receipts/(payments)</b>	- 3,132	-	-	- 3,132	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	34,098	-	-	34,098	-
<b>Cash funds this year end</b>	30,966	-	-	30,966	-

## 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>	Cash at bank	30,623	-	-
	Cash in hand	343	-	-
			-	-
	<b>Total cash funds</b>	<b>30,966</b>	<b>-</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	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fixed assets	Restricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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
			Patricia Gibbs	31/08/23