



# Trustees' Annual Report for the period

From

Period start date

Day  
01

Month  
11

Year  
2022

To

Period end date

Day  
31

Month  
10

Year  
2023

## 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			C
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)

--

## 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 Associations, as well as NVCO and Community Matters

**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)**

We still have a long term and positive relationship with the nursery. It is well subscribed and remains of great benefit and an asset for our local community.

Kumon remains active in the centre, and offers classes 3 times a week and continues to be an asset for the local community.

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

Indian Dance Classes are going strong and continue to prove very popular.

We are funding a chair Pilates exercise class for people in the local community. This has proved to be very popular amongst older people and friendships have formed. A small social group has now been created from members, who meet for social events.

The yoga classes are not taking place due to the cost of living crisis. Although we provided a room for free, unfortunately, the teacher felt she could not continue with the reduction in numbers.

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's parties.

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.

We have to install digital lines into the building for phone and internet. We are still waiting to hear from the Local Authority for permission.

We are looking at installing air conditioning into the building, which although is highly energy efficient and warm in winter is excessively hot in summer.

## 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 managed to shield ourselves and our users from additional costs due to the energy crisis as we had secured our energy tariffs in 2021 for three years.
- Where we put in more robust fencing last year, we were able to have the small garden levelled and returfed making it a more attractive and useable area for the nursery and other users of centre.
- Parking issues still remain ongoing and we are working with our local councillors, immediate local community and users of the centre for a solution.
- We continue to provide local Councillor surgery sessions and to arrange additional meet your councillor sessions for the local community.
- We have placed hinge protectors over all doors in areas where children are active.

## Section E

## Financial review

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

As of 31<sup>st</sup> October 2023, we have cash reserves of £32,110

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.

As reported last year changes to the Voluntary Sector Pricing Policy (VSLP) in March 2020 resulted in 25% clawback by the Local Authority of any fees charged to Nurseries held in local authority buildings

We have requested information since December 21, from the local authority on how to pay this additional sum, and we have still had no resolution. The responses we have received are negative, suggesting we need to undertake further rent reviews. We have contacted Democratic Services and have been told it was settled in 2021 at the review then. We understand that there are changes taking place with the LA so we are still waiting for an outcome.

Therefore although our reserves appear to be reasonable, the reality is that we have to plan for a 25% of all nursery fees going back to 2020 to be paid to the local authority. As we have a reasonably clear idea of fees we calculate this to be around £12000. As the change to the VSLP took place in March 2020, this would mean that it would include 2019-20, as well as 2020-21, 2021-22, 2022-23. If our understanding is correct this would mean our actual reserves are around £20,000..

#### 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	30/08/24	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Skylark Community Association

No (if any)  
1161348

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01-Nov-22		31-Oct-23

### 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	13,296	-	-	13,296	-
Room Hire	9,159	-	-	9,159	-
Bank Deposits	-	-	-	-	-
Parties	60	-	-	60	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	22,515	-	-	22,515	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	22,515	-	-	22,515	-
<b>A3 Payments</b>					
Buildings	10,314	-	-	10,314	-
Insurance	2,057	-	-	2,057	-
Utilities	3,391	-	-	3,391	-
Rent	200	-	-	200	-
Rates	284	-	-	284	-
Water & Sewage	411	-	-	411	-
Telecommunications	1,169	-	-	1,169	-
Centre equipment	816	-	-	816	-
office equipment	225	-	-	225	-
Computer Services	75	-	-	75	-
Misc	450	-	-	450	-
Accountants	1,980	-	-	1,980	-
<b>Sub total</b>	21,371	-	-	21,371	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	21,371	-	-	21,371	-
<b>Net of receipts/(payments)</b>	1,144	-	-	1,144	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	30,966	-	-	30,966	-
<b>Cash funds this year end</b>	32,110	-	-	32,110	-

## 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>		31,853	-	-
		257	-	-
		-	-	-
	<b>Total cash funds</b>	32,110	-	-
	(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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<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	
	P. A Gibbs	Patricia Gibbs	28/08/2024	