



# Trustees' Annual Report for the period

From

Period start date

Day  
01

Month  
11

Year  
2023

To

Period end date

Day  
31

Month  
10

Year  
2024

## 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			
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 Associations, as well as NVCO and Community Matters Yorkshire.

## Section C Objectives and activities

**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 continue to maintain or long term positive and supportive relationship with the nursery. It remains well subscribed. It is of significant benefit and an asset for our local community.

Kumon continues to remain active in the centre, and offers classes 3 times a week including the school holidays.

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

Indian Dance Classes are going strong and continue to prove very popular, with many of the group continuing on to do exam classes

Our chair Pilates exercise class for people in the local community is still going strong. 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. We continue to seek new members and are advertising in local doctors surgeries.

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.

We supported local residents in setting up a Residents Association

We facilitate Councillors surgeries for our local Ward allowing confidential meetings for our local residents.

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.

Due to the digital change over at this point we still need to install digital lines into the building for phone and internet. We are still waiting to hear from the Local Authority for permission, a year after we requested it.

We would still like to install air conditioning into the building, but again we need permission from the local authority.

## 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. This is due to end in November 24
- 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.

## Section E

### Financial review

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

As of 31<sup>st</sup> October 2024, we have cash reserves of £28,665

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 had significant difficulty in establishing how to pay these additional amounts, discovering in January 24, that no action had been despite our requests to specific officers. Additionally we established that actions after the Council Committee meetings in 2021 had not taken place. So they have now put in place an entirely different method backdating rent to 2017 at £1825 per year, to include from 2020 onwards. Since this is approximately how much we calculated we would have to pay the local authority based on our original discussions, we have agree to this. In total they have billed for £12,025, which we have requested to make by 3

instalments of 4,025. This enables us to spread the cost, whilst accruing income and not deplete our resources to ensure we have contingency funds. Our rent will now be £1825 per year, first payment due in Nov 24. We have made the first payment of £4025 in October 24 with the others due in February 25 and June 25.

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.

#### 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	30/08/25	



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 01-Nov-23	To	Period end date 31-Oct-24
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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 £
<b>A1 Receipts</b>					
Nursery	10,450	-	-	10,450	-
Room Hire	7,015	-	-	7,015	-
Parties	60	-	-	60	-
Refund		-	-	-	-
		-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	17,525	-	-	17,525	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	17,525	-	-	17,525	-
<b>A3 Payments</b>					
Buildings	6,649	-	-	6,649	-
Insurance	2,017	-	-	2,017	-
Utiities	3,331	-	-	3,331	-
Rent	4,025	-	-	4,025	-
Rates	245	-	-	245	-
Water & Sewage	784	-	-	784	-
Telecommunications	1,419	-	-	1,419	-
Centre equipment	953			953	
office equipment	1,116	-	-	1,116	-
Computer Services	80			80	
Misc	30			30	
Event	323	-	-	323	-
<b>Sub total</b>	20,971	-	-	20,971	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	20,971	-	-	20,971	-
<b>Net of receipts/(payments)</b>	- 3,445	-	-	- 3,445	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	32,110	-	-	32,110	-
<b>Cash funds this year end</b>	28,665	-	-	28,665	-

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		28,327	-	-
		338	-	-
		-	-	-
	<b>Total cash funds</b>	28,665	-	-
	(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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		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	
	P. A Gibbs	Patricia Gibbs	30/08/2025	