



# Trustees' Annual Report for the period

Period start date  
From 01 Jan 2021 To 31 Dec 2021  
Period end date

## Section A Reference and administration details

Charity name NETTLEHAM COMMUNITY HUB

Other names charity is known by

Registered charity number (if any) 1166816

Charity's principal address 1 EAST STREET

NETTLEHAM

LINCS.

Postcode

LN2 2SL

### 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	Jaime Oliver	Project Manager		
2	Janet Schooley	Secretary		
3	Russell Coulter	Treasurer		
4	Mark Dodds	Trustee	16-Dec-2021 to 31-Dec-2021	
5	Ellis Purvis	Trustee	16-Dec-2021 to 31-Dec-2021	
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### 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 <small>(eg. Articles of Association, Memorandum and Articles of Association)</small>	CONSTITUTION
How the charity is constituted <small>(eg. Trust, Incorporated Association)</small>	C.I.O.
Trustee selection methods <small>(eg. Election, Appointment, Nomination)</small>	VOLUNTEERS with reference to skill-sets

### 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.

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## Section C Objectives and activities

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

TO PROVIDE A LIBRARY SERVICE AND COMMUNITY HUB TO NETTLEHAM AND SURROUNDING AREA, INCLUDING COMMUNITY-BASED GROUP ACTIVITIES FOR ALL AGES.

**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)**

THE TRUSTEES HAVE HAD DUE REGARD TO THE GUIDANCE ISSUED BY THE CHARITY COMMISSIONERS ON PUBLIC BENEFIT.

**Library Services** were unavailable until 9<sup>th</sup> July 2021 when all COVID restrictions ceased; books returned to the main area (from office spaces).

**Community Café** service ceased operation in February 2021. Staff were formally advised and due process followed to make the roles redundant. This was a very disappointing end to the venture, but followed very weak footfall in early 2021. Opportunities were taken to redecorate and re-arrange the library shelving and volunteer stations, and re-requip the shared space furniture.

**Community activities re-commenced very slowly from July 2021:**

**Parents & Children** (Preschool ballet, Mini First Aid, Messy Play, Baby Massage);

**Family Activities** (Festive Market, Halloween Disco, Halloween Crafts, Halloween Trail, Polar Express movie night, Santa's Grotto, Elf Workshop);

**Community Services** (Preloved and Book sales, Patchwork Community Choir, Scarecrow Festival, Crafts Market, Virtual Village Noticeboard); Community Garden project was launched and both local schools' pupils were engaged.

**Health & Well-being** (Ballet Fitness, Pilates, Yoga);

**Office Rentals** Very limited occupancy was achieved but space was rented to various social and commercial organisations, including Brick by Brick Play (home education), Gallery for Entrepreneurs, Food Trucks; and a number of start-ups at discounted rates providing Counselling, Massage, and Beauty & Wellness clinic.

Hub was pleased to welcome Seven Districts opening a branch of their successful coffee chain in the building, at a commercial rental: this replaced the unsuccessful Community Café venture.

**Partnerships** Discussions started towards the end of the year with All Saints Anglican church around provision of a 'Youth Project' based on the agreement to 'pool' action related to social inclusion activities and inter-generational heritage projects, confirming co-operation between the two to address the Youth project in 2022.

#### **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.

Significant work remains needed to the building configuration to support the ongoing operation, particularly disabled access for all areas, which must be funded by the charity, supported from reserves, by fund-raising and some modest local grants (see above); and to expand the areas of space (and shape) for rental in the longer term, as interest in a range of activities is increasingly being expressed as the year closes.

The Charity continues to negotiate with its Landlord in respect of a longer-term lease, which would open up a number of grant sources, and any statutory services that might be delivered locally. To achieve full self-supporting status requires significant further capital investment, which remain under discussion with Landlord.

Discussions continue with the local Parish and District Councils over grant assistance, some of which have been successful: jointly-funded partnership activities have been actively pursued, with hopes of a major item in 2022.

Support from local and national sources for the Charity during lockdown was provided by five separate grants totalling £24,500: without this support, the Charity's reserves would have been almost completely eroded - to support the activities in 2021 required conversion of nearly 35% of the Charity's reserves.

The Charity remains dependent on significant grant-funding to achieve break-even, and continues to seek longer-term funding sources. Re-structuring of team resources has been discussed with a view to implementation in 2022.

Activities which are directed to the Charity's Objects include:

<b>Activity</b>	<b>Use</b>	<b>Object</b>
Hiring spaces	health & well-being, parent & toddler groups, music groups	building self-confidence, facilitating networking
Office rental	opportunity for entrepreneurs to build their business using start-up discounts	building practical business skills
Wall Space	local artists build their confidence and display their work	creating self-confidence & creativity
Craft Stalls	encouraging local entrepreneurs to sell their home-made products.	increase artisanal activities including re-purposing materials
Free Use	offered to at least 10 not-for-profit community groups per year	increases range of engagement for local people, meeting new people
Voluntary groups	set up and run by Hub such as Lego Club, Tech buddies	develops sense of purpose in non-threatening environment
Library Service	volunteers help to maintain the library services.	develops sense of purpose & engagement in community
Volunteering	opportunities for people to contribute in a non-threatening environment	develops sense of purpose, learning of job-related skills
Staff employment	local employment opportunities.	grows local expertise & employability
Fundraising	events and services that get the community together	provides opportunities for learning new hobbies, meeting new people
Event Participation	participating in other local events such as carnival day, scarecrow day, festive market	enhances community cohesion
Family Activities	opportunities for Intergenerational activities	enhances community cohesion
Seasonal Activities	intergenerational activities and the flows of the seasons.	reduces loneliness & depression with variety & sense of passage of seasons
Café area	allows the building to be open 6 days & provides shared area to relax & socialise	increases scope of Hub activities, provides a local focus for social interaction
Ideas forum	ideas to create a service at The Hub: with free space to help this come to fruition	feeds the engine of variety, allows people to give back to the community

**Summary of the main achievements of the charity during the year**

The COVID-19 pandemic, and associated legislation by HMG, affected operations in 2021 - well beyond those envisaged initially, when the building closed and operations ceased on 20th March 2020.

Removal of all restrictions was finally announced as 19th July 2021. Over the preceding months, Trustees had reviewed the operating model, and identified a number of scenarios which led the charity back to "normal" (ie pre-COVID) levels of activity.

In the event, footfall was slow to recover, though the effective operation of the café, including new offerings and strengthening of off-sales by new tenant Seven Districts helped. Office rentals which had previously been contracted for many months by the same tenant, but which had been terminated by mutual consent, were in almost every case not re-instated at the request of the tenant – everyone was unsure how things would 'pick up'.

These issues were offset to a degree by grants from central government (distributed through District Council) for Business Restart.

Trustees:

- Applied for and received funding by HMG (via WLDC) for COVID re-start grants (£18,000);
- Furloughed all paid staff until date of café closure (31<sup>st</sup> May 2021);
- Applied for HMRC furlough [CJRS] grants (£7,222) ;
- Applied for and received LCC revenue grant (£5,967);
- Applied for and received £1,000 project grant from Groundwork.

Marketing and strategic services continued to be provided during the closure periods, as Trustees considered a number of scenarios in planning business operations in 2021, and in an attempt to set a budget for 2021.

Considerable time was spent exploring options with LCC related to provision of further statutory services from the Hub location, and in defining and implementing a sub-lease for Seven Districts, to assure their tenancy for 3 years.

Extensive searches were undertaken to identify additional sources of grant funding. The more substantial grant-funding opportunities require pre-requisites that are challenging for a charity such as ours, and we continue to work with LCC to unlock access to these funds.

Book-keeping services were secured from Capella Services in early 2021, including operation of payroll.

## Section E Financial review

Brief statement of the charity's policy on reserves

There is no reserves policy.

Details of any funds materially in deficit

None

### 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)	R. COULTER	JANET SCHOOLEY
Position (eg Secretary, Chair, etc)	TREASURER	SECRETARY.
Date	21/10/22	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Nettleham Community Hub

1166816

CC16a

## Receipts and payments accounts

For the period from	01-Jan-21	To	31-Dec-21
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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>					
Cap Grants	-	-	-	-	2,580
Rev Grants	5,967	-	-	5,967	5,943
Lott Funding	-	-	-	-	-
Rental Inc	11,833	-	-	11,833	6,064
Other	31,723	-	-	31,723	65,431
Donations	-	-	-	-	2,169
Event Inc	10	-	-	10	479
Sales	8,994	-	-	8,994	16,783
<b>Sub total (Gross income for AR)</b>	<b>58,507</b>	<b>-</b>	<b>-</b>	<b>58,507</b>	<b>99,449</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>58,507</b>	<b>-</b>	<b>-</b>	<b>58,507</b>	<b>99,449</b>
<b>A3 Payments</b>					
Salaries	11,462	-	-	11,462	
Staff Training	-	-	-	-	
Tel & Int	425	-	-	425	
CS Overheads	2,817	-	-	2,817	
Grants	-	-	-	-	
Furniture	1,935	-	-	1,935	
Legal/ Acc	3,243	-	-	3,243	
Other	-	-	-	-	
Post Stat and Print	123	-	-	123	
Proj Management	12,304	-	-	12,304	
Property Improvements	11,926	-	-	11,926	
Running Costs	29,494	-	-	29,494	
<b>Sub total</b>	<b>73,729</b>	<b>-</b>	<b>-</b>	<b>73,729</b>	<b>73,182</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Coffee Shop Equip	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>73,729</b>	<b>-</b>	<b>-</b>	<b>73,729</b>	<b>73,182</b>
<b>Total payments</b>	<b>73,729</b>	<b>-</b>	<b>-</b>	<b>73,729</b>	<b>73,182</b>
<b>Net of receipts/(payments)</b>	<b>- 15,222</b>	<b>-</b>	<b>-</b>	<b>- 15,222</b>	
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>35,921</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Cash funds this year end</b>	<b>20,699</b>	<b>-</b>	<b>-</b>	<b>20,699</b>	<b>35,921</b>

## 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>	Lloyds Hub	20,169	-	-
	Hub Cash	29	-	-
	Lloyds CS	80		
	C Snop Cash	997		
	Creditors (nett)	- 1,387		
	Adj.	318		
	Lego Cash	493	-	-
	<b>Total cash funds</b>	<b>20,699</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))



	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<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 liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	R. COULTER	20-10-22
	M. DODDS	21-10-22



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Nettleham Community Hub

On accounts for the year  
ended

31<sup>st</sup> December 2021

Charity no  
(if any)

116816

Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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 (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

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

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

*K. Cain*

Date:

19<sup>th</sup> October 2022

Name:

Karen Cain

Relevant professional  
qualification(s) or body  
(if any):

FICB Pm.Dip

Address:

74 Abbotsleigh Road

South Woodham Ferrers

Essex CM3 5SS

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**