



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> January 2022 To 31<sup>st</sup> December 2022

Charity name: THE GOOD SHEPHERD CENTRE

Charity registration number: 1170396

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The aims of The Good Shepherd Centre are to empower, engage and educate economically, and socially disadvantaged people in Keighley and surrounding areas in order that they may be better able to participate fully in society. The Centre is open to all and we have a good reputation for bringing people together from diverse backgrounds. We are also known especially for our support for families and individuals from Central and Eastern Europe (mainly Polish, Slovakian and Romanian, several of whom are Roma). Refugees and immigrants from other parts of the world (Africa, India, and the Middle East) also make use of our services.</p> <p>We have been working with diverse communities for over 10 years and have built up considerable relevant experience and skills, including</p> <ul style="list-style-type: none"><li>• Multilingual and interpreting skills</li><li>• Familiarity with government systems for accessing benefits and residency rights</li><li>• Registration with OISC (Office of the Immigration Services Commissioner)</li><li>• Running social support sessions</li><li>• Running accredited courses in partnership with local Colleges</li><li>• Mental Health Peer Support (2 workers are accredited at Level 3)</li></ul>

		<ul style="list-style-type: none"> <li>• Registration as Hate Crime Reporting centre</li> </ul>
Summary of the main activities in relation to those purposes for public benefit, in particular, the activities, projects or services identified in the accounts	Para 1.17 and 1.19	<p><u>How we support our communities</u></p> <p>We support our communities in many different ways as listed below. Our ethos is very welcoming which has been vital to building up trust with a number of different communities. We are well-known amongst statutory bodies for having good relationships with “hard-to-reach” people in this area.</p> <ul style="list-style-type: none"> <li>• Drop-in advice and advocacy, usually in the client's own language, on a range of issues including employment, school places, health matters, housing, hate crime reporting and workplace discrimination</li> <li>• Parent and toddler group, offering opportunities for parents to make friends, and to receive support and signposting to relevant services from the Centre staff.</li> <li>• Coffee morning for every age group to encourage more social interaction for isolated and lonely people.</li> <li>• Medical support in partnership with local GP practices, offering health checks and advice at Parent and Toddler sessions and Coffee Mornings. We operated as a Covid Vaccination Centre during the pandemic.</li> <li>• Free Counselling sessions</li> <li>• A range of free courses including Adult Literacy, English Language, Maths, Digital Skills, Emergency First Aid Course and a Horticulture accredited course in partnership with Keighley and Craven Colleges and our volunteer teachers also conduct ESOL classes.</li> <li>• Youth Club for 11- to 19-year-olds providing games, art and crafts, music &amp; dancing, sports</li> <li>• Mental Wellbeing Support Group</li> <li>• Assistance with European Settlement Status applications, in</li> </ul>

		<p>partnership with the Home Office, Bradford Council and the Italian Consulate etc.</p> <ul style="list-style-type: none"> <li>• Luncheon Club for any age and nationality particularly for elderly, isolated, people with mental health to combat loneliness and isolation. This is supported by children from local Primary Schools, which brings benefit to both age groups.</li> <li>• Family Fun events throughout the year, e.g. to celebrate the Refugee Week, Platinum Jubilee, Family Picnics, International Events, Women's Day, Mother's Day, etc. which builds community cohesion and brings the diverse community together.</li> <li>• Volunteering opportunities for our community to enabling them to increase their confidence and build their skills</li> <li>• Work experience placements for school, college and university students</li> <li>• Delivering food and furniture to deprived families</li> <li>•</li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All of the activities of the charity are planned with reference to Charity Commission guidelines regarding public benefit, which is supported through the development of individual skills and understanding, and through activities to promote integration and community cohesion.

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>
Contribution made by volunteers	Para 1.38	Up to 30 volunteers contribute, principally in ESOL teaching, coaching and operation of clothing and furniture banks, as well as in general support of the operation of the Centre such as helping with celebrations,

		fund raising activities, cooking and cleaning. 1-1 sessions for care and counselling.
Other		All of our courses and the volunteering and work placements contribute to the overall wellbeing of individuals in our community. They give people a reason to get out of their homes, give structure to their week and a sense of purpose, help them to meet others, and they improve confidence and self-esteem as they achieve new skills. The horticulture group provides additional benefits as being outdoors improves well-being and is an opportunity to learn about healthy eating.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>A large part of our work is supporting families and individuals according to their particular needs. Many of those who arrive at our Centre do not know who else to turn to, and we are proud that we have built up a great deal of trust within our community. For those who are arrivals from other countries, we can be the starting point, where we assess what their needs are, and then offer them other services, or signpost them to other agencies if that is appropriate. It is a very important part of our ethos that we always make people welcome and reassure them that help is available; this is especially important for those who have experienced trauma before they come to us, and for those who have particular health needs, or learning disabilities.</p> <p>For many people, dealing with the bureaucracy that is needed for daily living (e.g. DWP, NHS, Home Office) can be very difficult because of their unfamiliarity with and fear of the systems, lack of computer skills, and lack of access to computers. Our help is essential for them to help them navigate these systems and receive the financial help and permits that they need, and enables them to take control of their lives.</p> <p>Our multilingual capacity is of great benefit and is well-known in this district. Other services and agencies refer people to us whom they cannot help because of language difficulties.</p>

		We also provide interpreting services to assist people with appointments, for instance NHS consultations or parents' evenings at schools.
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We are pleased by the response of those who have benefitted from our care and the appreciation we have received from various agencies who also work hard in Keighley and the surrounding areas.
Performance of fundraising activities against objectives set	Para 1.41	We have accommodated celebrations and parties and had many room lettings to help with our income. We are pleased to receive some income from our associated charity shop.
By room letting  Investment performance against objectives	Para 1.41	<b>N/A</b>
Other		We have been fortunate in that we have been able to help an increasing number of people with health, domestic and mental health problems,

### Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The total income for the period was £155,754 Expenditure (wages, maintenance and running costs) was £152,048
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>To meet the running costs in the next period.</b>
Amount of reserves held	Para 1.22	£84,249
Reasons for holding zero reserves	Para 1.22	<b>N/a</b>

Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity relies heavily on grant funding. The main grant (EUSS for over 2 years) ended in September 2022. Further grant income is being actively sought plus fund-raising efforts. The uncertainties we face are the threatened massive increase in the cost of utilities and the cost of living rises. This will be a huge problem for us.

### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Grants from Home Office, Local Council Other grants Fund-raising efforts Room leasing
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Projected rising cost of everyone's cost of living therefore there will be a huge increase in the number of clients desperately in need of help. Ukrainian refugees coming to the area seeking support. Funders holding back over offering new grants due to financial constraints.
Other		

## Structure, Governance and Management

Description of charity's trusts:		Foundation Model Constitution
Type of governing document (trust deed, royal charter)	Para 1.25	Charitable Incorporated Organisation
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Nomination at regular meetings of the Board of Trustees
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	n/a
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<i>There are 7 board members, that include the chairman plus the independent minute taker and the Centre Manager.</i>
Relationship with any related parties	Para 1.51	<i>Other bodies and charities that work together for the good of the people in Keighley such as the Salvation Army, Keighley Place of Sanctuary, Keighley Healthy Living, Keighley College, Craven College, Keighley Area Committee, Police, Local schools, Local Authority, Statutory Bodies.</i>
Other		

### Reference and Administrative details

Charity name	The Good Shepherd Centre
Other name the charity uses	N/A
Registered charity number	1170396
Charity's principal address	High Lodge High Spring Gardens Lane Keighley BD20 6JX





**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	Sean Gilligan	Chairman		
2	Andrew Harrison	Secretary		
3	David Johnson	Treasurer		
4	Paul Booth	Trustee		
5	Aaron Keane	Trustee		
6	Jessy Joseph	Trustee		
7	Anju Daniel	Trustee		
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		
NONE		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
NONE		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	<i>Sean Gilligan</i>	
<b>Full name(s)</b>	SEAN OLIVER GILLIGAN	
<b>Position (eg Secretary, Chair, etc)</b>	Trust Chairman	
<b>Date</b>		

Income		Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Total
1	Grants		£23,000.00		£3,500.00	£250.00		£32,750.00		£6,800.00		£13,000.00	£7,500.00	£86,800.00
12	Outreach													
13	Fund Raising	£1,686.00	£3,631.00	£12,273.76	£3,263.00	£5,177.19	£4,130.35	£8,498.36	£68.44	£2,024.85	£5,417.95	£12,186.78	£7,477.37	£65,835.05
14	Misc	£48.55	£1,009.77	£7.62	£1,001.95	(£137.35)	£150.95	£8.48	£2.10	£0.16	£12.85	£0.36	£1,013.09	£3,118.53
15	Capital Grants													
Total Income		£1,734.55	£27,640.77	£12,281.38	£7,764.95	£5,289.84	£4,281.30	£41,256.84	£70.54	£8,825.01	£5,430.80	£25,187.14	£15,990.46	£155,753.58
Expenditure														
E1	Gross wages	£15,449.13	£1,964.00	£1,674.00	£7,399.00	£10,984.00	£17,240.88	£4,602.00	£3,166.00	£480.00	£14,790.04	£3,258.00	£16,800.04	£97,807.09
E2	Employer NI													
E3	Employer Pension	£226.73		£453.46		£453.45		£226.73	£226.73	£226.73	£453.46	£226.73	£226.73	£2,720.75
E4	Telephone	£109.28	£109.28	£110.16	£666.21	£120.15	£133.58	£122.35	£117.39	£182.02	£119.05	£122.03	£124.47	£2,035.97
E5	Postage		£31.86	£17.19		£23.90	£23.70	£14.65		£86.45	£22.23		£5.55	£225.53
E6	Stationery	£314.47	£70.76	£32.19	£9.98	£24.64	£227.75	£100.00		£3.99	£417.38	£71.84	£52.13	£1,325.13
E7	Vouchers													
E8	Capital Projects		£131.99							£494.00		£108.40		£734.39
E9	Professional		£72.00							£569.39	£1,512.00	£5,667.00	£2,035.95	£11,355.33
E10	Refreshments	£100.97	£187.34	£10.00		£565.41	£179.85	£212.40	£19.77	£329.31	£154.40	£152.71	£247.45	£2,159.61
E11	Travel		£61.25	£91.01	£39.56	£124.87	£99.24	£2,259.90		£219.79	£40.01	£9.00	£191.42	£3,136.05
E12	Building & Repairs	£3,008.45	£1,351.86	£348.76	£1,117.90	£60.62	£1,514.44	£305.17		£204.33	£438.15	£719.30	£243.12	£9,312.10
E13	Computer			£42.99	£50.00					£105.97				£198.96
E14	Insurance	£380.80											£595.00	£37.00
E15	Utilities	£2,669.70	£4,305.21	£3,346.81	£2,632.54	£21.99	£378.85	£352.69	£320.68	£814.13	£746.76	£1,368.78	£527.58	£17,485.72
E16	Misc	£206.79	£186.68	£98.84	£109.07	£156.55	£423.83	£58.97	£8.61	£71.76	£550.82	£490.89	£107.20	£2,470.01
E17	Cleaning etc		£69.40											£69.40
Total Expenditure		£22,466.32	£8,541.63	£6,225.41	£12,498.26	£12,535.58	£20,222.12	£9,254.86	£3,884.17	£3,787.87	£19,244.30	£12,789.68	£20,598.64	£152,048.84
Net Inc/(Exp)		(£20,731.77)	£19,099.14	£6,055.97	(£4,733.31)	(£7,245.74)	(£15,940.82)	£32,001.98	(£3,813.63)	£5,037.14	(£13,813.50)	£12,397.46	(£4,608.18)	£3,704.74

	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Total
Net Income/(Expenditure)	£59,812.86	£78,912.00	£84,967.97	£80,234.66	£72,988.92	£57,048.10	£89,050.08	£85,236.45	£90,273.59	£76,460.09	£88,857.55	£84,249.37	£84,249.37
Represented by													
Prepayment													
Bank	£58,637.09	£77,567.42	£83,374.60	£78,732.28	£71,813.71	£55,980.63	£87,680.44	£83,856.58	£88,332.28	£74,330.74	£88,321.26	£84,087.15	£84,087.15
Cash	£1,175.77	£1,344.58	£1,593.37	£1,502.38	£1,175.21	£1,067.47	£1,369.64	£1,379.87	£1,941.31	£2,129.35	£536.29	£162.22	£162.22
Total Assets	£59,812.86	£78,912.00	£84,967.97	£80,234.66	£72,988.92	£57,048.10	£89,050.08	£85,236.45	£90,273.59	£76,460.09	£88,857.55	£84,249.37	£84,249.37
Liabilities													
Accruals													
Loan													
Total Liabilities	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Net Assets	£59,812.86	£78,912.00	£84,967.97	£80,234.66	£72,988.92	£57,048.10	£89,050.08	£85,236.45	£90,273.59	£76,460.09	£88,857.55	£84,249.37	£84,249.37



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
The Good Shepherd Centre

On accounts for the year  
ended

31/12/2022

Charity no  
(if any)

1170396

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2022

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

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
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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:

Stephen Hill

Date:

6/9/23



**Name:** Stephen Hill

**Relevant professional qualification(s) or body (if any):** Chartered Accountant FCA ICAEW

**Address:** 11 Hospital Road  
Riddlesden  
Keighley, BD20 5EP

## Section B

## Disclosure

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.**





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
The Good Shepherd Centre

No (if any)  
1170396

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/01/2022

To

Period end date  
31/12/2022

### 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>					
Grants	49,800	37,000	-	86,800	73,990
Fund Raising	68,954	-	-	68,954	22,408
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>118,754</b>	<b>37,000</b>	<b>-</b>	<b>155,754</b>	<b>96,398</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>118,754</b>	<b>37,000</b>	<b>-</b>	<b>155,754</b>	<b>96,398</b>
<b>A3 Payments</b>					
Running Costs	137,054	14,995	-	152,049	119,741
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>137,054</b>	<b>14,995</b>	<b>-</b>	<b>152,049</b>	<b>119,741</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>137,054</b>	<b>14,995</b>	<b>-</b>	<b>152,049</b>	<b>119,741</b>
<b>Net of receipts/(payments)</b>	<b>- 18,300</b>	<b>22,005</b>	<b>-</b>	<b>3,705</b>	<b>- 23,343</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	39,621	40,825	-	80,446	103,789
Cash funds this year end	21,321	62,830	-	84,151	80,446

## 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	Bank	22,224	61,863	-
	Cash	64	-	-
		-	-	-
	<b>Total cash funds</b>	<b>22,288</b>	<b>61,863</b>	<b>-</b>

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

Agreement Error

Agreement Error

OK

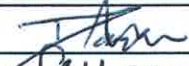
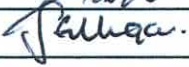
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 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
	David Johnson	06/09/23
	Sean Gilligan	06/09/23