



# **Annual Report and Financial Statement**

**1<sup>st</sup> April 2021 to 31<sup>st</sup>  
March 2022**

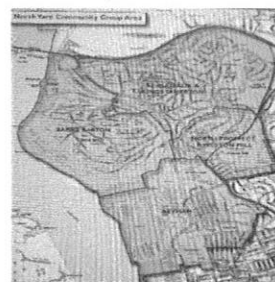
**Charity Number 1171099**

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## Reference and administrative information

The North Yard Community Trust CIO is a general grant giving charity which was set up to manage £150,000 a year for 25 years for the promotion of any charitable purposes for the benefit of the communities in the neighborhoods of Barne Barton, St Budeaux, Kings Tamerton, Weston Mill and Keyham. The area of benefit as defined by the map.



The North Yard Community Trust CIO is a Charitable Incorporated Organisation and is registered with the Charity Commission: Number 1171099. Registered in England and Wales.

### Trustees

Emma Miller	Chairperson	Appointed 12/01/2017
Sharon Hill	Vice Chairperson	Appointed 12/01/2017
Caitlin Gillard	Treasurer	Appointed 12/01/2017
Kevin Sproston	Trustee	Appointed 19/02/2019
Sam Carr	Trustee	Appointed 23/02/2021
Bharat Patel	Trustee	Appointed 12/01/2017 to 06/05/2021
Cllr Sally Haydon	Trustee (Nominated by PCC)	Appointed 12/01/2017
Cllr George Wheeler	Trustee (Nominated by PCC)	Appointed 12/01/2017 to 21/05/2021
Cllr Bill Stevens	Trustee (Nominated by PCC)	Appointed 17/05/2019 to 21/05/2021
Cllr Bharat Patel	Trustee (Nominated by PCC)	Appointed 08/06/2021
Cllr Mark Coker	Trustee (Nominated by PCC)	Appointed 08/06/2021
Cllr Stephen Hulme	Trustee (Nominated by PCC)	Appointed 08/06/2021
Cllr Tina Tuohy	Trustee (Nominated by PCC)	Appointed 17/01/2017 to 06/05/2021

Except where noted all of the above served for the entire period.

Principal Office	North Yard Community Trust CIO C/O Plymouth Drake Foundation Plymouth Science Park Derriford Plymouth PL6 8BX Email: <a href="mailto:admin@northyardcommunitytrust.org.uk">admin@northyardcommunitytrust.org.uk</a>
Website	<a href="http://www.northyardcommunitytrust.org.uk">www.northyardcommunitytrust.org.uk</a>
Governing Document	Constitution incorporated on 12 <sup>th</sup> January 2017
Trust Administrator	Ms Caroline Perry
Website Management	Story Connect Mr Tim Cadoux 57 Southerway Drive Plymouth PL9 8TB
Bank	Lloyds TSB Caerphilly (309091) Branch PO Box 1000 BX1 1LT
Accountants	Harold Duckworth & Co Chartered Accountants 41 Houndiscombe Road Mutley Plymouth PL4 6EX



## **Trustees Report for the year ending 31<sup>st</sup> March 2022.**

### **The Charities Objectives**

The objects of the North Yard Community Trust CIO are to advance the following purposes for the benefit of those within the area of benefit as defined by the map: which is available on our website or upon request:

- The promotion of any charitable purposes for the benefit of the communities in the neighborhoods of Barne Barton, St Budeaux, Kings Tamerton, Keyham and Weston Mill in the City of Plymouth.
  - In particular the advancement of education, citizenship and community development, the protection of good health both mental and physical and the relief of poverty and sickness.
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### **Structure, Management and Governance**

#### **Our history**

The North Yard Community Trust was formed on 17<sup>th</sup> December 2012 as a company by limited guarantee not having share capital and having charitable status. The first year up to 10<sup>th</sup> December 2013 was spent ensuring the Board had policies, applications and a process with which to apply to the Trust that would meet the applicants needs and also allow the Board to satisfy itself that they could meet the criteria with which the Trust was set up. On 10<sup>th</sup> December 2013 the Board held its first meeting whereby grants were awarded to those who had applied.

On 1<sup>st</sup> December 2016 the Trust applied to the Charity Commission to become a charitable incorporated organisation (CIO) of the same name (North Yard Community Trust) and this was formed and formally agreed on the 12<sup>th</sup> January 2017.

The North Yard Community Trust CIO is governed by a constitution of a charitable incorporated organisation whose only voting members are its Trustees. The purpose of the North Yard Community Trust CIO is to award grants that meet the criteria and maintain financial stability for the charity both now and in the future and to continue to meet the charities objectives.

#### **The Board**

The Board is made up of up to eleven Trustees who represent each of the communities in the area of benefit.

Of the eleven Trustees seven places are allocated for Resident Trustees and four for Councillor Trustees.

The criteria for both allocations are:

Resident Trustees: Up to seven Trustees are selected from the areas served by the Trust. The breakdown of allocated positions by area is:

- One representing Keyham
- One representing Weston Mill
- Two representing Barne Barton
- Three representing St Budeaux and Kings Tamerton.

The Resident Trustees must live in the area they would like to represent if applying for a vacant position or do represent if they are currently Trustees

Councillor Trustees: Up to Four Trustees are appointed by Plymouth City Council at their Annual General Meeting each year. The breakdown of allocated positions by area is:

- One Councillor who is elected and represents the ward of Ham. For which the area of Weston Mill is part.
- One Councillor who is elected and represents the ward of Devonport. For which the area of Keyham is a part.
- Two Councillors who are elected and represent the ward of St Budeaux, of which Barne Barton, St Budeaux and Kings Tamerton is a part.

All Trustees are registered with the Charity Commission once they join the Board and as part of their introduction are expected to meet with either the Chairperson or Vice Chairperson to ensure they are aware of the Trust's aims and objectives and the manner in which the Trust carries out its responsibilities. The new Trustees as part of their training and induction are provided with copies of all policies and procedures.

The CIO Terms of Office as per the Constitution sets out a maximum period that can be served by each Resident Trustee before standing for re-election or retiring and when required this review is done at the start of each year.

The North Yard Community Trust CIO currently has nine Trustees with all four nominated areas having a representative. Of this number 4 are Nominated Trustees and five are Resident Trustees. This number enables a wide range of views when discussing all Trust business. There are two vacancies currently: one for Barne Barton and One from St Budeaux and Kings Tamerton.

## **Management and Governance.**

The Trustees are responsible for the management of the Trust and hold regular meetings in order to consider grant applications. These are held bi-monthly in the months of: January, March, May, July, September and November. There are three grants available for all projects, events and activities that benefit the communities on the North Yard Community Trust CIO: These are:

- The Community Grant: this is a grant of up to £500. It can be applied for up to three times a year. However, certain conditions must be met and these include that all Evaluations for previous grants are up to date. This grant can be applied for alongside an existing Small or Community Grant
- The Small Grant: this is a grant of up to £2000. Applicants cannot hold more than one small grant at any one time and before applying to the Trust for further grants all Evaluations must be up to date. This grant can be applied for alongside a Community Grant.

- The General Grant: this is a grant of any amount larger than £2000. This grant form is also the form for which applicants of multi-year grants can apply.

During the Application meeting the Board may consider approving and discussing Evaluations if the time allocated for applications is not full.

On the alternative months of: February, April, June, August, October and December the Board schedule an administrative meeting. These meetings however may be cancelled if not required and the Application meetings may be extended to include other business as needed to ensure we keep the best practice expected of the North Yard Community Trust CIO. During administrative meetings the Board may consider applications that are of a time sensitive nature and cannot wait until the application meeting. The Board will also during an administrative meeting review and agree Evaluations. The Board will review policies which includes ensuring Trustees are kept up to date with developments in charity practice and regulations on an ongoing basis as required, with a minimum review of once a year. The Board is informed of any visits to successful applicant's projects, events or activities or alternatively to schedule which Trustees will attend invitations received and along with any other business which may arise. The Board also use the administrative meetings at least once a year to review and refine the application process during this time Trustee will reflect on the service we provide and how this can be improved. The Trustees continually look for ways to improve and will take every opportunity to improve and reflect on the objectives of the Trust and how they can continue to meet them: encourage more applicants to apply and how best to advertise the Trust to ensure the funding is maximizing every opportunity for the communities we represent.

The Trustees also hold an annual meeting on order to adopt the annual report and accounts and to carry out a formal review of the fulfilment of the charity's aims and objectives, policies and investment performance over the year.

A full day to day administrative service is provided by Ms Caroline Perry who will receive and handle all enquiries ensuring they are referred if necessary to the Chairperson for further advice and guidance. The Chairperson works with Ms Perry to ensure all paperwork associated with the Application Process is complete before sending onto the board. Ms Perry is the first point of contact for the general public wanting to make enquiries and she is able to provide further details of other organisation who provide grant writing support to ensure that all potential applicants are supported through the process when required. The North Yard Community Trust CIO do not employ Ms Perry, the Plymouth Drake Foundation are the principal employers and the North Yard Community Trust CIO contribute half of her salary costs for her work providing administration to the Trust.

The Trust continue to amend and refine our application and evaluation process to ensure best practice at all times.

The Trusts accounting arrangements and all reporting are made by the Treasurer with the support of two Trustees. Reports are provided at every meeting to ensure transparency and clear accounting responsibility. An accountant is employed to ensure the Trust meet all legal responsibilities.

The website is hosted by Mr. Tim Cadoux at Story Connect. Two nominated Trustees and Ms Perry are responsible for the management of the website. Ms Perry has the responsibility of the day-to-day management including ensuring the site is kept up to date with details of grants awarded, vacancies on

the Trust, all details on the application process and any case studies submitted. On the website we also provide The Guidance for Funding, all application forms and the Terms and Conditions which can be downloaded. Mr. Cadoux is always available regarding any problems that may arise and for guidance if required on how to use the site.

## **Trustee Recruitment.**

There is a recruitment process in place for recruiting new trustees. Application forms and associated paperwork along with the recruitment process is reviewed each year by the Chairperson and presented to the Board to ensure best practice is at the heart of our work. Vacancies for positions available on the Board are advertised using a number of avenues to ensure we include all of those within our communities when advertising and not just limit the advertising to one source. Those wishing to apply are requested to email or call Ms Perry as the first point of contact who will send the applicant a Trustee Vacancy Pack which explains who we are and what we do and includes the expected commitment we require from Trustees so those applying are aware of the responsibility and commitment they need to make before applying to join the Board. If the candidate is confident, they meet the criteria they complete an Application Form which is sent alongside the Vacancy Pack. The candidate can request to meet with a member of the Board to discuss any questions they have prior to completing the form if required. Successful candidates are invited to an informal interview upon receipt of their application. Upon completion of the interview and after receiving two references the Board will discuss if the candidate has been successful at the next scheduled meeting and if so a formal offer of a position is made effective from the following meeting but only if the training and induction has been completed. All new Trustees serve a six-month probation period whereby both the Board and the new recruit are able to ensure that the new trustee is able to embed the ethos, skills and meets the expectations of a charity trustee whilst also having the necessary attributes along with the time to fully commit to the Board. During this time support is given along with regular reviews allowing the new trustee adequate opportunity to train and reach a potential whereby they can along with existing trustees ensure the North Yard Community Trust CIO reaches its full potential and achieves its objectives.

## **Policies and Risk Management**

The Trustees are satisfied that appropriate policies, procedures, checks and systems are in place in order to mitigate exposure to major risks and to ensure that the Trust operates in accordance with all legal responsibilities. The Chairperson along with the Vice Chairperson review operational risks and policies on an ongoing basis and these are formally agreed by the Trustees at their annual meeting or at any other meeting whereby an update would be required.

The principal risks relate to operational risks in terms of grant making, investment performance and reputational risk for the charity.

*Operational Risk:* There is a risk of the Trust not receiving grant applications and therefore not being able to carry out its charitable objectives. However, as an area of high deprivation and with those eligible to apply for grants finding that operational costs are rising but this is not reflected in the income, they are receiving the Trust is confidently able to ensure that this risk is minimized. In an area of diverse communities, the Trust is confident and able to reach people of all ages, genders and backgrounds and this is reflected in the applications we receive. By using all forms available to advertise the grants, requiring all successful applicants to acknowledge the funding on all printed materials, having the



platforms on social media for successful applicants to tag us in their posts relating to the funded projects, activities and events and by attending events and visiting funded projects and activities the Trust ensure we are a visible presence in our communities. Successful applicants are shown on our website and social media and we use opportunities such as drop-in sessions to promote the Trust and what we do. There is also a risk of grants not reaching the intended beneficiaries. The Trust provide clear guidance prior at the application stage and have clear Terms and Conditions which must be read and signed before any grant can be awarded. Where they are additional Terms and Conditions agreed the applicant must read and sign an Additional Terms and Conditions Form prior to receiving any funding. It is made clear what we do and do not fund and the area of benefit is shown both in the guidance and via a map which is available both on the website and on request. Bank account details are confirmed before a grant payment is made and the payments will only go to a registered account in the business name. During both the application and evaluation stage postcodes must be supplied to ensure that the funding is used to benefit the communities for which it is intended. We also require full financial breakdowns with receipts or invoices to show where the funding has been used. For multiyear grants there is a midterm report to be completed at the midpoint of each year (i.e., after 6 months of being awarded) and a full evaluation has to be submitted before the next years payment will be released. The Trust do not fund individuals. The risk that the grant is not used for the agreed purpose awarded by the Trust is monitored by the use of evaluation forms and these when submitted are checked against the application and any award made. It is made clear on the Terms and Conditions, award letters and all guidance including on the application form itself that permission must be sought from the Board prior to any deviation in the use of the grant. Where the grant is used for purposes other than the agreed use it is clearly stated that the return of the grant or a portion of the grant may be requested. Another operational risk is applicants not submitting evaluation or midterm reports alongside all financial evidence for the use of the grant. As per the Terms and Conditions which must be signed by two authorized individuals within the organisation failure to provide the requested information will result in the request for the return of the grant. Whereby receipts or invoices are not submitted to show the use of the grant the board reserve the right to request the return of any part of the grant for which there is no financial evidence. This is clearly stated in the Terms and Conditions. For multiyear grants no subsequent funding is released until the Trust has received and agreed the previous years evaluation. All applications are screened and checks made to ensure that all requested information and paperwork is submitted before the application is discussed by the board. The Trust require two unrelated signatories to countersign all paperwork, constitutions where applicable must be submitted, on the application form the registered address and a company registration number or charity number must be given and the bank accounts must be in the organisation name, all quotes submitted for work must be with a registered business. These checks enable the Trust to ensure that the organizational risk to the Trust is well managed.

*Investment:* The Trustees regularly review the performance of investments. The Trust accept the inherent risk that may result in some years whereby the investment portfolio declines in value but reviewing the performance of the investment ensures we are confident in the allocation of these funds. There is a policy for Investments and clear criteria for all potential investments.

*Reputation:* Best practice is at the heart of all of our work and we endeavor to ensure that all contact with the public and applicants is done in a professional and courteous way. The Trust maintain a positive and confident approach in all interactions with the public and applicants and will visit projects, events or activities that are funded when able to. Trustees are informed and knowledgeable of our practices and procedures and can offer clear advice when requested on how to apply and what we fund when interacting on behalf of the Trust. All public statements go through the Chairperson to ensure that we maintain a professional and consistent approach to publishing the Trust in the media. The Trustees

are also local residents and some work within the local area and this provides the opportunity to be fully appraised of events which give rise to unwelcome media attention and hence a reputational risk.

*Safeguarding:* The Trust has a Safeguarding Policy which is aimed at protecting not just the Board members but also beneficiaries of our grants. The Trustees require applicants to have an up-to-date Safeguarding Policy and procedures in place which they must confirm on the Application Form. The Trust also require applicants where applicable to confirm that DBS checks are up to date.

*Conflicts of Interest/ Conflict of Loyalty:* The Trustees have in place a detailed Policy regarding Conflicts of Interest or Loyalty. This Policy clearly explains the impact of this in terms of grant making decisions. The conflicts are managed with proper procedures in place which all Trustees are aware of and adhere to.

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## **Income and Grant Making Policy.**

### **Principal Funding**

The principal funding for the North Yard Community Trust CIO comes from a Section 106 agreement between MVV Environmental Devonport Ltd and Plymouth City Council. This agreement is for a period of 25 years and will conclude in 2037. The funding amounts to a minimum each year of £150,000.

### **Going Concern.**

The Trustees are confident that the North Yard Community Trust CIO will have adequate resources to continue in operational existence. Up until 2037 under the agreement with MVV Environmental Ltd and Plymouth City Council the Trust will receive each year a payment. Provisions are being made to create an endowment that should ensure that the objective of the trust to give out grants can continue after this time. With that in mind the Trustees are happy that the charity is a going concern and the report and accounts have been prepared on this basis.

### **Grant Making Policy and Procedures**

The North Yard Community Trust CIO continues to accept applications from organisations who meet the criteria which is taken into consideration when assessing applications. No applications from individuals are considered. The Trust only considers applications from organisations whose proposed event, activity or project will benefit the communities of the North Yard Community Trust CIO area. All applicants at both the application if it is an existing project or activity and at the evaluation stage must provide postcodes to enable the Board to satisfy itself that the funding will be used to benefit the communities from within the North Yard Community Trust CIO area.

The Trustees aim to keep the application process simple and streamlined with 100% of applications submitted online during this financial period.

Step by step guidelines as to how to apply to the Trust, criteria for funding, information on how to submit the application and what should be submitted with the application can be found in the document Application Guidance which is available on the website or on request by email or phone. The process is explained clearly on the website and feedback received from applicants is that the process of applying is straightforward and clear. The Trust require an accurate breakdown of all costs and for material items of over £500 or for structural work the applicant must submit three quotes from a professional regulated company. For projects and activities where the cost is over £5000 the Trust require a project plan. The Board welcome match funding for projects, activities and events and request that letters of support from those providing funding or whom they are working with be supplied alongside the application.

All application forms along with terms and conditions can be downloaded from the website.

All successful applications are listed on the website along with details of the project, activity or event.

All applications are considered on an individual basis. The Trust will not consider funding requests made by organisations that have already been awarded a Small or General Grant that has not been concluded and all associated documentation submitted to the Board. The Trust will consider awarding grants over a longer term of up to three years with the conditions that all reports and evaluations are complete and agreed by the Board before the transfer of the next years funding. Wherever possible visits are made by the Trustees in order to see the impact that the funding has had on the beneficiaries and how the funding has enhanced an organisation. Regular contact is maintained with recipients of grants for monitoring.

The applicants at the application stage complete the Terms and Conditions and unless there are Additional Conditions attached to the grant award once a decision is made by the Board the applicant is informed quickly and the funding is transferred as agreed. This makes the process quick and easy for applicants. Where additional conditions are attached to the grant, the applicant is informed with an Additional Terms and Conditions Form to view and sign which clearly states what the funding can be used for and the amounts allocated by the Board no funding can be transferred until the Chairperson or Vice Chairperson has received this form back and confirmed the form has been correctly completed. For all successful applicant's payment is made via online banking and this requires two authorized signatories to authorize the payment.

Unsuccessful applicants are informed of the Boards decision and can not apply for the same project within six months unless there are exceptional circumstances.

Once Applications are received Ms Perry and the Chairperson ensure that all required information is received, and the form is correctly completed and signed. Once that is completed the applications are sent to the Trustees who follow an established process. The applications and all other parts of the meeting are on the agenda and this is sent to the Trustees in advance of the meeting.

On the Agenda for every meeting is the Declaration of Conflict of Interest and Conflict of Loyalty. It is during this part that all declarations are made. A policy is sent to all new Trustees and forms part of their training and existing Trustees review this policy once a year. The policy clearly sets out what a Conflict of Loyalty and Conflict of Interest are and the importance of declaring any interest. The policy also clearly sets out the procedure used during meetings where a conflict of interest arises. Once a Conflict of Interest or Loyalty are declared the Trustee(s) concerned do not take part in any discussion and are asked to leave the room whilst the Board discuss the item and make a decision. For online meetings a Trustee(s) with a Conflict of Interest of Loyalty is removed from the meeting and readmitted once this part is completed.

### **Evaluations and Monitoring**

All applicants who are awarded grants must complete an Evaluation within one month of the end of the project, activity or event. An extension can be given upon request.

Trustees' endeavors to visit projects, activities and events funded by the North Yard Community Trust CIO. Trustees consistently identify the task of visiting projects as bringing intrinsic value to both their role and the ongoing work of our Trust as well as fostering good relations in the community. The Trust



understand that sometimes applicants need to adapt their projects and activities and we are fully committed to supporting our applicants to deliver their projects or activities to benefit the communities they are targeting and to meet their aims and objectives. All applicants are responsible for ensuring approval to change the use of any grant expenditure is given by the Trust in advance of the funding being used for anything not awarded on the application.

A full Evaluation along with financial evidence of the use of the grant must be sent to the Trust. The receipts and invoices must show a date, a business name, the items brought and the amount.

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### **Achievements and Performance.**

Applications continue to be received throughout the year supporting the current operating procedure whereby Trustees meet bi-monthly to consider applications. Our processes are effective in ensuring all information is collected and presented to the Board and that meeting the objectives of the Trust remains a priority when decisions are made. At times during the screening of the applications questions need to be asked to garner further information to support the application and this is done in advance of the meeting to ensure the Trust have all information available to them when making decisions.

Since the last report Covid has still had an impact on work being delivered throughout our communities. Applications awarded just prior to the lockdowns were suspended and this has impacted on the time taken to deliver projects and activities. However, we are recognizing that the work is now being undertaken by those awarded funding. We have kept in contact with applicants to ensure that the Trust has the most recent information on time lines for projects and activities being delivered.

The Board continues to promote the Trust and the three grant streams available and this is recognized in the rising number of those enquiring about grant funding for projects, activities and events. Although this year we saw less applications the applications we have received have been for work that brings communities back together in youth groups, provides services to those impacted by the rising costs of living and enhances community spaces. The funding has benefitted not just those directly involved with the projects but also indirectly benefitted those around them. The funding is making a difference to communities across the area by working with a range of ages, genders and backgrounds we see that the benefit has been widespread and not isolated to one group. The impacts of the projects funded have had many benefits to the communities including educational benefit, social and emotional benefit and physical benefits.

In total for the accounting period of 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 the Trust received six Applications totaling £102,402.35. Of those six applications four were successful and received funding with a total of £38,063.35. The amount of £14,513.16 is ringfenced for one multiyear grant.

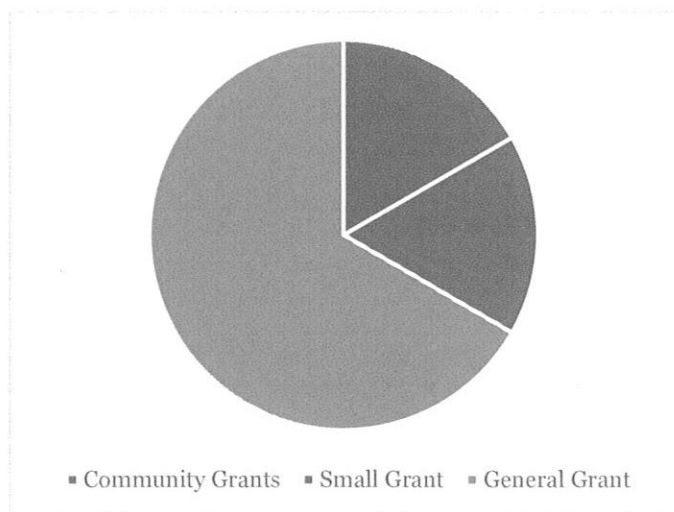
Of these awards three were one off grant and one was the second year of a three-year award.

The three applications types available were all used during this financial period and the breakdown is shown below. We saw a 100% increase on the use of both General Grants and Small Grants from the year before. The breakdown of grant types was:

- One Community Grant (17%)
- One Small Grant (17%)



- Four General Grants (66%)



#### List of grants agreed during the period 01/04/2021 until 31/03/2022.

The following organisations were awarded a grant during this period:

##### Community Grants

- **Barefoot:** were awarded £500 towards their Diversity Project. This funding helped towards the cost of a trip to London where the group worked alongside another youth group on projects looking at the diverse communities around us.

##### General Grants

- **St Paul's Catholic Primary School:** were awarded £19,930.19. This funding was used for the development of a reception class outdoor classroom. This would enhance the learning of children from the classroom to outside regardless of the weather.
- **Plymouth PIE Club:** were awarded £3120.00 for their Meals on Wheels Pilot Project. This project provided hot nutritious meals along with volunteers who would check in with their clients to provide them with support if they required help with shopping or collecting prescriptions but also just for the volunteers to be able to have a friendly chat with those, they are working with which reduces isolation faced by a lot of people as a result of Covid 19.
- **Barefoot:** were awarded a multiyear award with a total of £45,539.48, this is £14,513.16 per year. After delivering one year of the youth service which had to be extended due to Covid, Barefoot have received the second years award of £14,513.16. This is to help run a youth project in St Budeaux and Barne Barton.

##### Ongoing Grants Awarded from Previous Years.

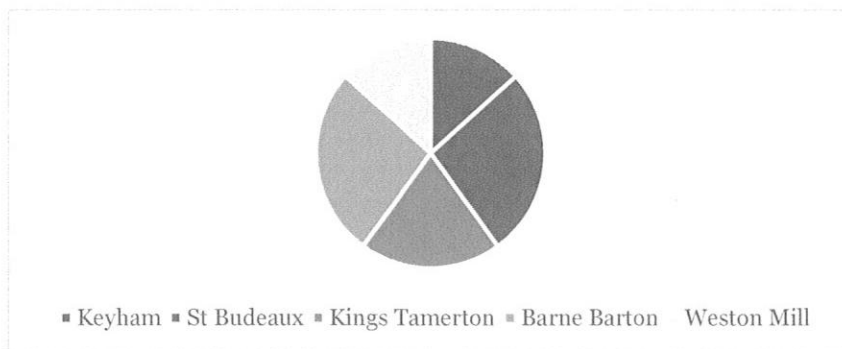
The North Yard Community Trust CIO can award multiyear grants. This means future liabilities have been created. The Trust recognizes multiyear grants in full at the time of the award. Where a multiyear grant is awarded the full value of the grant is shown in the list of grants for that financial period whereby the next installment of the grant has been paid, alongside the remaining award granted subject to meeting all conditions.

### Age analysis of grants agreed

Of the four grants awarded the three age groups were all covered from at least one application to benefit from the funding awarded. The breakdown shows that more under 24 years old are going to benefit from the funding with 60% working with this age range. Both 25- to 64-year-old and over 65 will be benefitting but only 20% respectively in these age ranges.

### Geographical analysis of grants agreed

Of the four grants awarded during this period all communities within the North Yard Community Trust CIO area will benefit.



The breakdown shows that the communities within St Budeaux and Barne Barton will receive the most benefit. Weston Mill and Keyham will receive less benefit from the funding awarded during this financial period however, all areas will receive some benefit from the funding awarded.

### Evaluations submitted during the period 01/04/2021 to 31/03/2022

During Covid 19 organisations who received grants prior to Lockdown One suspended all projects and activities until the restrictions allowed them to continue the work they undertake. During this time the Chairperson kept in contact with all organisations ensuring that extended time frames were recorded and to ensure should a grant need to have a change of use this was proposed to the Board ahead of any changes. This has continued to have an impact with some organisations not completing their projects and activities in this financial period as expected. The Trust remain in contact with all those who have been awarded grants and continue to monitor progress that they are making. By the next financial report all grant evaluations that were extended due to Covid 19 would have been submitted.

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## Financial Review

### Reserves Policy

Whilst the North Yard Community Trust CIO has low overheads the Trust does have financial reserves in order to be able to meet its objectives both now and in the future.

The Trust takes into consideration expected income and expenditure prior to a decision on the exact level of reserves to be held. In any event immediate reserves are not expected to fall below the amount

of funding required to commit to all multiyear grants that have already been agreed. As of the 31<sup>st</sup> March 2022 this figure is £27,061.66.

This figure takes into consideration all allocated expenditure for the accounting period that will be required as a minimum to cover expenses and multiyear funding awards.

#### **Return of grants not used for intended purposes.**

The Trustees check that all funding has been used as intended in the application and agreed by the Board. This is done by a rigorous process of checking applications against evaluations and all receipts and invoices. The Terms and Conditions are clear that if a grant is no longer required even if only in part, then the grant or part of the grant not used must be returned to the Trust. The Trust also make it clear that any expenditure on items not awarded and agreed by the Board during the application stage or at a later date may also incur the return of all or part of the grant awarded.

In the financial period of this report there were no funds returned to the Trust.

#### **Investments**

The North Yard Community Trust CIO currently have £50,000 invested with Plymouth Energy Coop which produced a yield during this reporting period of £2000. The Trust had a One-Year Fixed Bond with Lloyds TSB which matured and had a yield of £240.00. The Trust have a 32 Day Notice Account with Lloyds TSB and this has given the Trust a yield of £22.88 over the financial period of this report. The Trust also have £209 808.59 ringfenced for potential investments to build up funding to enable the Trust to continue beyond 2037 when the funding ceases.

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### **Review of Activities and Plans for the Future**

The Trustees consider this a successful year of grant giving. Despite the challenges faced by all of us during the Covid 19 pandemic which was reported on last year we are still seeing an impact within our communities and this is likely to be further exasperated by the rising cost of living which will be felt across all sectors but none more so than the most vulnerable in our society. The North Yard Community Trust CIO area of benefit is located where there are high levels of deprivation and this impacts on the work done within the community. The effects will also have an impact on those delivering capital projects. The Trust is committed to ensuring we do our best to react to the changing needs of our communities and to provide support where it is needed and can make a difference.

The level of grants has fallen in number however, the applications are for work over a longer period which shows that plans for the longer term are now taking place. Communities are starting to come together and people are looking to the future and how we can thrive together and support each other and this underpins every application that we see. We hope to see a rise in applications in the coming year and will do everything we can to ensure that those eligible are told they can apply and to make the process as easy as possible for them to apply and access funding. The Trust will continue to put best practice at the heart of our work and ensure that we maintain our ability to respond promptly to applications for funding.

The website has ensured that access to a step-by-step guide to obtaining funding along with all documents needed to apply are readily available at any time of the day or night. We continue to use social media where we advertise not just our grants and meeting dates but also grants that may be of



interest to those within the North Yard Community Trust CIO area. We signpost on social media and our website to organisations such as Plymouth Octopus Project (POP) who are able to assist with advice on grant writing.

The majority of visits and meetings have been face to face but we continue to offer an online platform to meet to ensure we are able to reach everyone in our communities when needed.

We will of course continue to review our processes, policies and procedures ensuring we are the best that we can be and that we exemplify our high standards both for applicants and for our Trustees.

We have this year met our objectives and in doing seen the funding has made a difference to our area.

In the future we plan to extend our profiles looking at other social media platforms such as LinkedIn to ensure we can reach a wider audience. We will look forward to welcoming applications for the Queens Jubilee Celebrations in our area. Mostly we look forward to seeing the impact that the funding has on those around us, the difference it can make to our communities and finally after a long period of lockdowns and restrictions how the funding can bring people together again.

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### **Public Benefit Statement.**

The North Yard Community Trust CIO advances its objects for the benefit of those in the North Yard Community Trust CIO area as explained in this report. All grants awarded during this reporting period were made to organisations who could evidence that they were already benefiting or going to be benefiting the communities within the area of benefit. Through the application process Trustees try to ensure that the funding supports the organisations to fulfil their own objectives which will then benefit those within the North Yard Community Trust CIO area of benefit and where grants are awarded for core costs, they are used to strengthen the organisation's ability to support their beneficiaries.

The Trustees have continued and will continue to review their effectiveness and the performance of the Trust by doing the following:

- Ensuring during administration meetings that time is allocated to discuss ways to improve our processes and to look at future grant giving strategies.
- Ongoing reviews of the guidelines and instructions, applications, monitoring and evaluations forms, website and all other resources used for the benefit of the Trust to ensure improvements where needed are made.
- The Mid Term Report and Evaluations request that grantees account for all funds spent and the impact this has had along with all original receipts and invoices. We will ensure that we continue to meet the high standards set and monitor the funding used and impact it has.
- Ensuring that we visit projects, activities and events that we have funded where possible. This will enable us to evaluate the benefit the funding has had on the beneficiaries and the awarded organisations.
- Continued training for Trustees as required.

The Trustees confirm that they have had regard to the Charity's Commission guidance on the public benefit requirement under the Charities Act 2011.

Company number  
1171099

North Yard Community Trust CIO  
(A company limited by guarantee)

Annual Report

31 March 2022

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**North Yard Community Trust CIO**  
**Legal and Administrative Details**

**Constitution**

The charity was created as Charitable Incorporated Organisation on 12 January 2017.

**Trustees**

Emma Miller	Chairperson	Appointed 12/01/2017
Sharon Hill	Vice Chairperson	Appointed 12/01/2017
Caitlin Gillard	Treasurer	Appointed 12/01/2017
Bharat Patel	Treasurer	Appointed 12/01/2017 to 06/05/2021
Kevin Sproston	Trustee	Appointed 19/02/2019
Sam Carr	Trustee	Appointed 23/02/2021
Sally Haydon	Trustee	Appointed 12/01/2017
George Wheeler	Trustee	Appointed 12/01/2017
Bharat Patel	Trustee	Appointed 08/06/2021
Tina Tuohy	Trustee	Appointed 12/01/2017 to 06/05/2021
Bill Stevens	Trustee	Appointed 17/05/2019
Mark Coker	Trustee	Appointed 08/06/2021
Stephen Hulmes	Trustee	Appointed 08/06/2021

**Trust administrator**

Caroline Perry

**Independent reviewers**

Harold Duckworth & Co Ltd  
Chartered Accountants  
41 Houndiscombe Road  
Mutley  
Plymouth  
PL4 6EX

**Bankers**

Lloyds TSB Bank plc  
Raleigh Street  
Derry's Cross  
Plymouth

**Charity number**

1171099 Registered in England and Wales

**North Yard Community Trust CIO**  
**Statement of Trustees' Responsibilities**  
**for the year ended 31 March 2022**

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs at the end of its financial year and of its surplus or deficit for the financial year. In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- the trustees are responsible for the maintenance and integrity of the corporate and financial information included on the company's website.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **North Yard Community Trust CIO**

### **Report of the Independent Examiner to the Trustees of the charity on the accounts for the period ended 31 March 2021**

#### **Respective responsibilities of the Trustees and the Independent Examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. The charity's gross income did not exceed £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England & Wales.

It is my responsibility to:-

- a) examine the accounts under Section 145 of the Act;
- b) follow the procedures in the General Directions given by the Charity Commission under section 145(5)(b) of the Act and;
- c) state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### **Independent Examiner's Statement, Report and Opinion**

In connection with my examination, no material matters have come to my attention 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
- 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.



G Higgins ACA  
Harold Duckworth & Co Ltd  
Chartered Accountants  
41 Houndiscombe Road  
Mutley  
Plymouth  
PL4 6EX



**North Yard Community Trust CIO**  
**Profit and Loss account and Statement of financial activities**  
**for the year ended 31 March 2022**

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>					
<i>Charitable activities:</i>					
Grants received		192,205	-	192,205	176,857
<i>Investments</i>					
Dividends received		2,240	-	2,240	3,588
Interest receivable		23	-	23	-
<b>Total Income</b>		<u>194,468</u>	<u>-</u>	<u>194,468</u>	<u>180,445</u>
<b>Expenditure on:</b>					
<i>Raising Funds</i>					
Fundraising and publicity		-	-	-	-
<i>Charitable activities</i>					
Cost of operating the charity		(50,909)	-	(50,909)	(14,059)
Other expenses	4	-	-	-	-
<b>Total expenses</b>		<u>(50,909)</u>	<u>-</u>	<u>(50,909)</u>	<u>(14,059)</u>
<b>Net income/expenditure</b>		143,559	-	143,559	166,386
<b>Net movement in funds for the year</b>		<u>143,559</u>	<u>-</u>	<u>143,559</u>	<u>166,386</u>
<i>Reconciliation of Funds</i>					
<b>Total funds at 31 March 2021</b>		809,068	-	809,068	642,434
<b>Total funds at 31 March 2022</b>		<u>952,627</u>	<u>-</u>	<u>952,627</u>	<u>808,820</u>

The statement of financial activities includes all gains and losses recognised in the year

All incoming resources and resources expended derive from continuing activities.

North Yard Community Trust CIO  
Balance Sheet  
as at 31 March 2022

	Notes	Unrestricted funds	Restricted Income Funds	Total 2022 £	Total 2021 £
<b>Fixed assets</b>					
Tangible assets		421	-	421	562
Investments	6	50,000	-	50,000	50,000
		<u>50,421</u>	<u>-</u>	<u>50,421</u>	<u>50,562</u>
<b>Current assets</b>					
Debtors	7	316	-	316	315
Cash at bank and in hand		903,330	-	903,330	759,601
		<u>903,646</u>	<u>-</u>	<u>903,646</u>	<u>759,916</u>
<b>Creditors: amounts falling due within one year</b>	8	(1,440)	-	(1,440)	(1,410)
<b>Net current assets</b>		<u>902,206</u>	<u>-</u>	<u>902,206</u>	<u>758,506</u>
<b>Net assets</b>		<u>952,627</u>	<u>-</u>	<u>952,627</u>	<u>809,068</u>
<b>Unrestricted funds</b>		952,627	-	952,627	809,068
		<u>952,627</u>	<u>-</u>	<u>952,627</u>	<u>809,068</u>

Approved by the board of trustees on: 17<sup>th</sup> January 2023



E Miller  
Chair



C Gillard  
Treasurer

North Yard Community Trust CIO  
Statement of cash flows  
as at 31 March 2022

	Total Funds £	Prior year funds £
<b>Cash flows from operating activities:</b>		
<b>Net cash provided by operating activities</b>	<b>A</b> <u>141,489</u>	<u>163,353</u>
<b>Cash flows from investing activities</b>		
Interest and dividends received	2,240	3,588
Purchase of property plant and equipment	-	(749)
<b>Net cash used in investing activities</b>	<u>2,240</u>	<u>2,839</u>
<b>Cash flows from financing activities</b>		
Repayments of borrowing	-	-
<b>Net cash used in financing activities</b>	<u>-</u>	<u>-</u>
<b>Change in cash and cash equivalents in reporting period</b>	143,729	166,192
<b>Cash and cash equivalents at the beginning of the reporting period</b>	<u>759,601</u>	<u>593,409</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>B</b> <u>903,330</u>	<u>759,601</u>

**A Reconciliation of net income to net cash flow from operating activities**

<b>Net income for the year (as per the statement of financial activities)</b>	143,559	166,634
<b>Adjustments for:</b>		
Depreciation charges	141	187
Donated items	-	-
Interest and dividends from investments	(2,240)	(3,588)
(Increase)/decrease in debtors	(1)	-
Increase/(decrease) in creditors (excluding loans)	30	120
<b>Net cash provided by operating activities</b>	<u>141,489</u>	<u>163,353</u>

**B Analysis of cash and cash equivalents**

Cash in hand	<u>903,330</u>	<u>759,601</u>
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**North Yard Community Trust CIO**  
**Notes to the Accounts**  
**for the year ended 31 March 2022**

**1 Accounting policies**

***Accounting convention***

The financial statements have been prepared under the historic cost convention, with the exception of investments which are included at fair value.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

***Recognition of liabilities and expenditure***

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated.

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

***Debtors***

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

***Provisions***

Provisions (i.e. liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

***Cash and bank balances***

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

***Incoming resources***

***Donations***

All donations are recorded in the statement of financial activities in the year in which they are received. Assets donated to the charity are capitalised at the cost it is estimated the charity would have incurred if the asset were purchased.

***Interest receivable***

Interest is included when received by the charity.

**North Yard Community Trust CIO**  
**Notes to the Accounts**  
**for the year ended 31 March 2022**

**Charitable activities**

All other income from Charitable Activities is recorded in the statement of financial activities in the year in which they are received.

**Grants**

Grants received by the charity are for the S106 claim from Plymouth City Council. It is unlikely that part of it will be restricted. If any part is for restricted use, it will be shown as a restricted fund.

**Resources expended**

**Costs of operating the charity**

These are the direct costs of running the charity.

**Fund accounting**

Funds held by the charity are either:

**Unrestricted general funds**

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

**Restricted funds**

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

**2 Legal status of the charity**

The charity is a Charitable Incorporated Organisation. The liability of each member in the event of winding up is limited to £1.

**3 Donations and legacies**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
Salaries and wages	10,689	-	10,689	10,686
Insurance	343	-	343	344
Depreciation	141	-	141	187
Advertising	-	-	-	120
Grant funding made	38,063	-	38,063	1,102
Sundries and other project costs	-	-	-	-
	49,236	-	49,236	12,439
Administration costs (see note 4)	1,673	-	1,673	1,620
	50,909	-	50,909	14,059

North Yard Community Trust CIO  
Notes to the Accounts  
for the year ended 31 March 2022

**4 Other expenses**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
Software costs	149	-	149	-
Bank charges and interest	84	-	84	80
Sundry expenses	-	-	-	10
Independent examiner	1,440	-	1,440	1,530
	<u>1,673</u>	<u>-</u>	<u>1,673</u>	<u>1,620</u>
Applied to charitable activities	<u>(1,673)</u>	<u>-</u>	<u>(1,673)</u>	<u>(1,620)</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

**5 Movement in total funds for the year**

This is stated after charging:  
Depreciation

2022 £	2021 £
<u>141</u>	<u>187</u>

**6 Investments**  
**Other investments**

Unlisted investments

2022 £	2021 £
<u>50,000</u>	<u>50,000</u>

**7 Debtors**

Other debtors

2022 £	2021 £
<u>316</u>	<u>315</u>

**8 Creditors: amounts falling due within one year**

Other creditors

2022 £	2021 £
<u>1,440</u>	<u>1,410</u>
<u>1,440</u>	<u>1,410</u>

**North Yard Community Trust CIO**  
**Notes to the Accounts**  
**for the year ended 31 March 2022**

**9 Staff costs**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Staff costs	10,689	10,686
	<u>10,689</u>	<u>10,686</u>

Staff costs relate to the reimbursement of another charity for use of one of their staff members. The charity does not pay any staff directly and therefore there are no wage payments made. No staff are paid more than £60,000.

**10 Related Parties**

During the year there were the following related party transactions:

Emma Miller is associated with St Paul's Catholic Primary School which received a grant of £19,930.

Mark Coker is associated with Plymouth PIE Club which received a grant of £3,120.

None of the trustees were paid any remuneration or received other benefits from the charity.

**11 Controlling party**

The charity is controlled by the trustees.