

REGISTERED COMPANY NUMBER: CEO12312 (England and Wales)  
REGISTERED CHARITY NUMBER: 1174804

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**  
**FOR**  
**POD@HEYHOUSES CIO**

Whitehead & Howarth  
327 Clifton Drive South  
Lytham St Annes  
Lancashire  
FY8 1HN

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**for the Year Ended 31ST DECEMBER 2020**

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**REFERENCE AND ADMINISTRATIVE DETAILS**  
**for the Year Ended 31ST DECEMBER 2020**

**TRUSTEES**

C E Barnes  
E A Hodgson  
M E Gunson  
S J Bashora-Guyo  
J Kaced

**REGISTERED OFFICE**

Clarendon Road North  
Lytham St Annes  
Lancashire  
FY8 3EE

**REGISTERED COMPANY  
NUMBER**

CEO12312 (England and Wales)

**REGISTERED CHARITY  
NUMBER**

1174804

**REPORT OF THE TRUSTEES**  
**for the Year Ended 31ST DECEMBER 2020**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

To advance the education of children below compulsory school age and of primary school age, in particular but not exclusively those from time to time attending Heyhouses Endowed Church of England Nursery School (The Nursery) and Heyhouses Endowed Church of England Primary School (The School) by the provision of an Ecopod building and the provision of educational activities and facilities in and associated with the Ecopod and by making of grants to either or both of the Nursery and the School.

To provide opportunities for pupils from Heyhouses CE Primary School to work and experience activities outside the classroom e.g. Forest School Activities

To provide a space offering opportunities for drama, music, dance, art, yoga to Primary and Nursery children.

To provide availability to groups, local schools and schools from further afield to experience the locality.

To provide a working environment for Nursery children at the end of the school day e.g. After School Club activities.

To offer community groups a venue to hold meetings, practices and workshops.

**Comment**

It is evident to all trustees that staff at Heyhouses School and Nursery who work within the Pod ensure that these aims and objectives are met. The Pod is a stimulating light and happy environment where children develop as individuals and as a socially interactive group.

**Mission Statement**

We seek to enable children to reach their full potential educationally, spiritually and socially so that they may become all that God has created them to be.

**Public benefit**

The trustees consider that the main activities undertaken by the charity to carry out its charitable purposes are for the public benefit and furthermore they consider that they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The original finance to build the Pod was provided by donations from the Lytham Schools Foundation and Heyhouses CE Nursery School. Finance for furniture and equipment was provided by the Vera Wolstenholme Trust and Heyhouses CE Primary School P.T.A.

Pod@heyhouses is located in a purpose built Eco-Pod building which is located on land owned by The Lytham Schools Trust on Clarendon Road North, Lytham St Annes and within the campus of Heyhouses CE Primary School.

The Pod is staffed by school and Nursery staff

**Fundraising activities**

It is the intention of the trustees to hold fundraising activities on a regular basis.

**FINANCIAL REVIEW**

**Financial position**

Net expenditure in the year was £(5,067), 2019: net expenditure £(4,531) and reserves carried forward were £123,184, 2019: £128,251. All reserves are unrestricted..

**REPORT OF THE TRUSTEES**  
**for the Year Ended 31ST DECEMBER 2020**

**FINANCIAL REVIEW**

**Investment policy and objectives**

Under the Constitution, the charity has the power to make any investment which the trustees see fit. The trustees have considered the most appropriate policy for investing funds and have found that business high interest accounts meet the requirements to generate both income and allow the funds to be readily available.

**Reserves policy**

The trustees have examined the charity's requirements for reserves in the light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between three and six months of the expenditure.

**FUTURE PLANS**

Nursery has designated times to use the Eco-pod as does the School and these will be adjusted following discussion. The Eco-pod will be offered to a wider range of local groups and organisations over the coming years and months, fundraising activities will be expanded.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a foundation model constitution dated 22 September 2017.

**Recruitment and appointment of new trustees**

The charity trustees for the purposes of charity law also constitute the management committee. The trustees may appoint a person who is willing to act as a trustee, either to fill a vacancy or as an additional trustee provided that the maximum of five as set by the articles is not exceeded. The trustees shall be constituted, 2 representing Heyhouses CE Primary School, 2 representing Heyhouses CE Nursery School and 1 representing Lytham Schools Foundation. All trustees presenting themselves for re-election will be deemed to have been re-elected unless at the annual general meeting it is resolved not to fill a vacancy or unless a resolution for the re-appointment of the trustee is put to the meeting and lost.

**Induction and training of new trustees**

The trustees are already familiar with the practical work of the charity and additionally are invited and encouraged to attend meetings and training sessions to familiarise themselves with the charity and the context within which it operates and cover:

- 1 The obligations of Trustees
- 2 The main documents which set out the operational framework for the charity including the constitution and Articles
- 3 Resourcing and the current financial position as set out in the latest published accounts and financial management information
- 4 Future plans and objectives

New trustees would be invited to the setting to familiarise themselves with the work of the charity. They would also be provided with a handbook containing full details of the work of the charity along with the governing document and the latest financial statements. New trustees would have an induction programme followed by an analysis of this induction.

**Key management remuneration**

No remuneration was paid to key management.

**Related parties**

The charity provides the Pod facility to but not exclusively to pupils of Heyhouses CE Nursery School and Heyhouses Endowed Primary School, charities which are associated by virtue of trustees in common.

**Risk management**

The trustees have conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures consistent with the activities of the charity and in accordance with Ofsted inspections. Procedures are in place to ensure compliance with health and safety of staff, children, volunteers and visitors to the Eco-pod. These procedures are reviewed annually to ensure that they continue to meet the needs of the charity.

**REPORT OF THE TRUSTEES**  
**for the Year Ended 31ST DECEMBER 2020**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Trustees meetings**

Meetings are held a minimum of twice a year and procedural meetings are held regularly to progress the ongoing activities of the pod.

Approved by order of the board of trustees on 13th May 2021 and signed on its behalf by:

C E Barnes - Trustee

**STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31ST DECEMBER 2020**

|  | Notes | 31/12/20<br>Unrestricted<br>fund<br>£ | 31/12/19<br>Total<br>funds<br>£ |
|--|-------|---------------------------------------|---------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>      |       |                                       |                                 |
| Donations and legacies                 |       | 1,200                                 | 1,202                           |
| <br><b>EXPENDITURE ON</b>              |       |                                       |                                 |
| <b>Charitable activities</b>           |       |                                       |                                 |
| Charitable activities                  |       | 6,267                                 | 5,733                           |
| <br><b>NET INCOME/(EXPENDITURE)</b>    |       | <br>(5,067)                           | <br>(4,531)                     |
| <br><b>RECONCILIATION OF FUNDS</b>     |       |                                       |                                 |
| <br>Total funds brought forward        |       | <br>128,251                           | <br>132,782                     |
| <br><b>TOTAL FUNDS CARRIED FORWARD</b> |       | <br><u>123,184</u>                    | <br><u>128,251</u>              |

**BALANCE SHEET**  
**31ST DECEMBER 2020**

|  | Notes | 31/12/20<br>Unrestricted<br>fund<br>£ | 31/12/19<br>Total<br>funds<br>£ |
|--|-------|---------------------------------------|---------------------------------|
| <b>FIXED ASSETS</b>                              |       |                                       |                                 |
| Tangible assets                                  | 5     | 131,747                               | 135,034                         |
| <b>CURRENT ASSETS</b>                            |       |                                       |                                 |
| Debtors  | 6     | 180                                   | 174                             |
| Cash at bank and in hand                         |       | 1,952                                 | 3,114                           |
|  |       | <hr/> 2,132                           | <hr/> 3,288                     |
| <b>CREDITORS</b>                                 |       |                                       |                                 |
| Amounts falling due within one year              | 7     | (3,988)                               | (1,764)                         |
|  |       | <hr/>                                 | <hr/>                           |
| <b>NET CURRENT ASSETS</b>                        |       | (1,856)                               | 1,524                           |
|  |       | <hr/>                                 | <hr/>                           |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | 129,891                               | 136,558                         |
| <b>CREDITORS</b>                                 |       |                                       |                                 |
| Amounts falling due after more than one year     | 8     | (6,707)                               | (8,307)                         |
|  |       | <hr/>                                 | <hr/>                           |
| <b>NET ASSETS</b>                                |       | 123,184                               | 128,251                         |
|  |       | <hr/>                                 | <hr/>                           |
| <b>FUNDS</b>                                     | 10    |                                       |                                 |
| Unrestricted funds                               |       | 123,184                               | 128,251                         |
|  |       | <hr/>                                 | <hr/>                           |
| <b>TOTAL FUNDS</b>                               |       | 123,184                               | 128,251                         |
|  |       | <hr/>                                 | <hr/>                           |

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.



**BALANCE SHEET - continued**  
**31ST DECEMBER 2020**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 13th May 2021 and were signed on its behalf by:

C E Barnes - Trustee

**NOTES TO THE FINANCIAL STATEMENTS**  
**for the Year Ended 31ST DECEMBER 2020**

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

|                       |                           |
|-----------------------|---------------------------|
| Eco Pod               | - 2% on cost              |
| Fixtures and fittings | - 10% on reducing balance |

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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 restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

|                             | 31/12/20          | 31/12/19          |
|-----------------------------|-------------------|-------------------|
|                             | £                 | £                 |
| Depreciation - owned assets | 3,287             | 3,353             |
|                             | <u>          </u> | <u>          </u> |

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 31ST DECEMBER 2020**

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st December 2020 nor for the year ended 31st December 2019.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st December 2020 nor for the year ended 31st December 2019.

**4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|                                    | Unrestricted fund<br>£ |
|------------------------------------|------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |                        |
| Donations and legacies             | 1,202                  |
| <br><b>EXPENDITURE ON</b>          |                        |
| <b>Charitable activities</b>       |                        |
| Charitable activities              | 5,733                  |
|                                    | <hr/>                  |
| <b>NET INCOME/(EXPENDITURE)</b>    | (4,531)                |
| <br><b>RECONCILIATION OF FUNDS</b> |                        |
| <b>Total funds brought forward</b> | 132,782                |
|                                    | <hr/>                  |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u>128,251</u>         |

**5. TANGIBLE FIXED ASSETS**

|  | Eco Pod<br>£ | Fixtures and fittings<br>£ | Totals<br>£ |
|--|--------------|----------------------------|-------------|
| <b>COST</b>                                |              |                            |             |
| At 1st January 2020 and 31st December 2020 | 134,430      | 7,334                      | 141,764     |
|  | <hr/>        | <hr/>                      | <hr/>       |
| <b>DEPRECIATION</b>                        |              |                            |             |
| At 1st January 2020                        | 5,377        | 1,353                      | 6,730       |
| Charge for year                            | 2,689        | 598                        | 3,287       |
|  | <hr/>        | <hr/>                      | <hr/>       |
| At 31st December 2020                      | 8,066        | 1,951                      | 10,017      |
|  | <hr/>        | <hr/>                      | <hr/>       |
| <b>NET BOOK VALUE</b>                      |              |                            |             |
| At 31st December 2020                      | 126,364      | 5,383                      | 131,747     |
|  | <hr/>        | <hr/>                      | <hr/>       |
| At 31st December 2019                      | 129,053      | 5,981                      | 135,034     |
|  | <hr/>        | <hr/>                      | <hr/>       |

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 31ST DECEMBER 2020**

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|             | 31/12/20   | 31/12/19   |
|-------------|------------|------------|
|             | £          | £          |
| Prepayments | 180        | 174        |
|             | <u>180</u> | <u>174</u> |

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                          | 31/12/20     | 31/12/19     |
|--------------------------|--------------|--------------|
|                          | £            | £            |
| Other loans (see note 9) | 1,200        | 1,200        |
| Accrued expenses         | 2,788        | 564          |
|                          | <u>3,988</u> | <u>1,764</u> |

**8. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

|                          | 31/12/20     | 31/12/19     |
|--------------------------|--------------|--------------|
|                          | £            | £            |
| Other loans (see note 9) | 6,707        | 8,307        |
|                          | <u>6,707</u> | <u>8,307</u> |

**9. LOANS**

An analysis of the maturity of loans is given below:

|   | 31/12/20     | 31/12/19     |
|---|--------------|--------------|
|   | £            | £            |
| Amounts falling due within one year on demand:  |              |              |
| Other loans                                     | 1,200        | 1,200        |
|   | <u>1,200</u> | <u>1,200</u> |
| Amounts falling due between two and five years: |              |              |
| Other loans - 2-5 years                         | 6,707        | 8,307        |
|   | <u>6,707</u> | <u>8,307</u> |

**10. MOVEMENT IN FUNDS**

|                           | At 1.1.20      | Net movement in funds | At 31.12.20    |
|---------------------------|----------------|-----------------------|----------------|
|                           | £              | £                     | £              |
| <b>Unrestricted funds</b> |                |                       |                |
| General fund              | 128,251        | (5,067)               | 123,184        |
|                           | <u>128,251</u> | <u>(5,067)</u>        | <u>123,184</u> |
| <b>TOTAL FUNDS</b>        | <u>128,251</u> | <u>(5,067)</u>        | <u>123,184</u> |

Net movement in funds, included in the above are as follows:

|                           | Incoming resources | Resources expended | Movement in funds |
|---------------------------|--------------------|--------------------|-------------------|
|                           | £                  | £                  | £                 |
| <b>Unrestricted funds</b> |                    |                    |                   |
| General fund              | 1,200              | (6,267)            | (5,067)           |
|                           | <u>1,200</u>       | <u>(6,267)</u>     | <u>(5,067)</u>    |
| <b>TOTAL FUNDS</b>        | <u>1,200</u>       | <u>(6,267)</u>     | <u>(5,067)</u>    |

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 31ST DECEMBER 2020**

**10. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

|                           | At 1.1.19<br>£ | Net<br>movement<br>in funds<br>£ | At<br>31.12.19<br>£ |
|---------------------------|----------------|----------------------------------|---------------------|
| <b>Unrestricted funds</b> |                |                                  |                     |
| General fund              | 132,782        | (4,531)                          | 128,251             |
| <b>TOTAL FUNDS</b>        | <u>132,782</u> | <u>(4,531)</u>                   | <u>128,251</u>      |

Comparative net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 1,202                      | (5,733)                    | (4,531)                   |
| <b>TOTAL FUNDS</b>        | <u>1,202</u>               | <u>(5,733)</u>             | <u>(4,531)</u>            |

A current year 12 months and prior year 12 months combined position is as follows:

|                           | At 1.1.19<br>£ | Net<br>movement<br>in funds<br>£ | At<br>31.12.20<br>£ |
|---------------------------|----------------|----------------------------------|---------------------|
| <b>Unrestricted funds</b> |                |                                  |                     |
| General fund              | 132,782        | (9,598)                          | 123,184             |
| <b>TOTAL FUNDS</b>        | <u>132,782</u> | <u>(9,598)</u>                   | <u>123,184</u>      |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| <b>Unrestricted funds</b> |                            |                            |                           |
| General fund              | 2,402                      | (12,000)                   | (9,598)                   |
| <b>TOTAL FUNDS</b>        | <u>2,402</u>               | <u>(12,000)</u>            | <u>(9,598)</u>            |

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**for the Year Ended 31ST DECEMBER 2020**

**11. RELATED PARTY DISCLOSURES**

Trustees of Pod@Heyhouses CIO hold other trusteeships in other organisations and transactions with these organisations are as follows.

The charity received donations of £1,200 from Heyhouses Endowed Church of England Primary School in the year.

The charity received a loan from Heyhouses Church of England Nursery School Limited in 2018, the amount outstanding at 31/12/2020 was £7,907.

**12. CONTROL**

The charity is controlled by the trustees as voting members.

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the Year Ended 31ST DECEMBER 2020**

|                                     | 31/12/20<br>£  | 31/12/19<br>£  |
|-------------------------------------|----------------|----------------|
| <b>INCOME AND ENDOWMENTS</b>        |                |                |
| <b>Donations and legacies</b>       |                |                |
| Donations                           | 1,200          | 1,202          |
| <b>Total incoming resources</b>     | 1,200          | 1,202          |
| <b>EXPENDITURE</b>                  |                |                |
| <b>Charitable activities</b>        |                |                |
| Rates and water                     | -              | 51             |
| Insurance                           | 1,310          | 1,263          |
| Light and heat                      | 168            | 357            |
| Sundries                            | 20             | -              |
| Cleaning                            | -              | 14             |
| Bank charges                        | 60             | 60             |
| Repairs and maintenance             | 822            | 154            |
| Depreciation of eco pod             | 2,689          | 2,689          |
| Depreciation of fixtures & fittings | 598            | 665            |
|                                     | <u>5,667</u>   | <u>5,253</u>   |
| <b>Support costs</b>                |                |                |
| <b>Governance costs</b>             |                |                |
| Accountancy fees                    | 600            | 480            |
| <b>Total resources expended</b>     | <u>6,267</u>   | <u>5,733</u>   |
| <b>Net expenditure</b>              | <u>(5,067)</u> | <u>(4,531)</u> |