



## Trustees' Annual Report for the period

| From | Period start date |       |      | To | Period end date |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
|      | Day               | Month | Year |    | Day             | Month | Year |
|      | 01                | 08    | 2019 |    | 31              | 07    | 2020 |

### Section A

### Reference and administration details

Charity name

The Active Life Foundation

Other names charity is known by

Registered charity number (if any)

1181532

Charity's principal address

31 Brunel Street

Ferryhill

Co. Durham

Postcode

DL17 8NX

### 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  | Kevin Young             | Chair           |                                   |   |
| 2  | Jonathon Brian Thompson | Secretary       |                                   |   |
| 3  | Chris James Spence      |                 |                                   |   |
| 4  |                         |                 |                                   |   |
| 5  |                         |                 |                                   |   |
| 6  |                         |                 |                                   |   |
| 7  |                         |                 |                                   |   |
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| 10 |                         |                 |                                   |   |
| 11 |                         |                 |                                   |   |
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| 16 |                         |                 |                                   |   |
| 17 |                         |                 |                                   |   |
| 18 |                         |                 |                                   |   |
| 19 |                         |                 |                                   |   |
| 20 |                         |                 |                                   |   |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |



### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

### Name of chief executive or names of senior staff members (Optional information)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution (2019)

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by existing trustees by a resolution passed at a properly convened meeting of the charity trustees.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Active Life Foundation has in place the following policies and procedures-: Bullying & Harassment, Code of Behaviour, Conflict of Interests, Equal Opportunities, Financial Management, Health and Safety, Safeguarding children and young people, Safeguarding adults, Safe Recruitment, Supervision and Whistle Blowing. All of which are reviewed periodically.

Safeguarding training (up to Level 3 Designated Lead) and Enhanced DBS checks are undertaken by all relevant individuals.

The Active Life Foundation has a written induction policy. All relevant individuals complete the induction process; which details the policies and procedures of The Active Life Foundation.

The Active Life Foundation is a member of the Darlington Organisations Together forum facilitated by HealthWatch Darlington, which brings together VCSE sector organisations sharing best practice. The Active Life Foundation works in partnership with numerous organisations and is involved in networks with Street Games, Tees Valley Sport, County Durham Sport and Pioneering Care Partnership. The Active Life Foundation is also a member of SPORTED, a specific body which supports and aids the development of VCSE sector. In addition The Active Life Foundation receives updates for best safeguarding practice from body's such as Ann Craft Trust and NSPCC child protection in Sport Unit.

The Active Life Foundation's has a risk register and 'near misses' document, this is reviewed on an ongoing basis. This process addresses how The Active Life Foundation is continually looking to mitigate risks and improve the standard of all policies and procedures. This process looks to identifying possible risks, including risks to our beneficiaries or to anyone connected to The Active Life Foundation that are current or may be



emerging in the future and how to mitigate those risks. This process is one way how The Active Life Foundation is continually managing the risk.

## Section C

## Objectives and activities

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

To promote for the benefit of the inhabitants of England, the provision of facilities for healthy recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances with the object of improving their conditions of life.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning the activities for the year the Trustees have considered the Charity Commission's guidance on public benefit at their meetings and confirm that public benefit has been provided by the range of activities delivered.

The focus of our activities are creating physical activities in areas of high economic and social deprivation. The physical activities delivered in the community aim to improve individuals' conditions of life through increased physical health (proven to prevent & manage over 20 chronic conditions) and mental health (proven to reduce stress, anxiety), individual well-being (increase in self-esteem and self-efficacy), social and community well-being (increased social interactions & reduced isolation) and economic well-being (improved job prospects of individuals and reduction on public sector spending e.g. for the NHS reduction of medical costs due to improved health, reduction in anti social behaviour and reduced pressure on local police forces).

The activities delivered range from Chair Based Exercise, Health Walks, Archery, Just Bowls, New Age Kurling, Fitness Classes, Basketball Badminton, low impact fitness classes, family fitness and running groups. The majority of our sessions are provided free of charge with a few at £1.



### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance



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

**Step Out Project**

The Active Life Foundation continued to deliver the Step Out project, providing a range of activities including Just Bowl, Archery, Badminton, Xplorer and Couch 2 5K in various locations including Sports Halls, Community Centres, Church Halls and outdoor venues e.g. parks, nature reserves.

The project is on target to engage 300 individuals who are currently unemployed and not physically active; into regular physical activities. The inclusion of family activities has been hugely successful; family badminton, family archery and family multi sports saw a significant number of the target audience engage in the project. This led to the development and creation of a fit and fed model by working with partner organisations and providing a healthy meal / packed lunch after the activity sessions.

Both qualitative and quantitative evidence shows outcomes such as improved physical and mental health as well as self-confidence and esteem and improved employability skills.

All sessions are provided free of charge.

**CDCF Community Safety Fund**

The Active Life Foundation delivered the re-bound project an anti-social behaviour project which saw physical activity sessions delivered as diversionary activities with educational workshops focusing on Crime, staying safe online, Alcohol and Drug Misuse and Safeguarding. Working across three areas which have the highest recorded rates of anti social behaviour. The project has had good engagement and has worked closely with the local neighbourhood police team. All sessions are provided free of charge.

**CDCF NHS Health Improvement Fund**

The Active Life Foundation secured funding and delivered the healthy leisure project. Which targets the 65+ age group, who have long term health conditions with particular focus on carers. Physical activity sessions included chair based exercise, low impact fitness classes and Just Bowl – a modified version of the traditional game. Signposting and information has been provided to participants to assist in smoking cessation as part of the project.

**Other Activities**

Utilising a community asset based approach The Active Life Foundation have delivered numerous activities to individuals who are part of luncheon clubs and disability support groups; providing physical activities aiming to improve the health of those individuals.

**Covid 19 Pandemic**

When the Covid 19 pandemic hit The Active Life Foundation moved to an emergence response role. With face to face delivery of activities prohibited, The Active Life Foundation moved to online delivery and a non contact delivery model; supporting individuals to continue to be active; and those who won't active, to start their journey.



## Section E

## Financial review

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

It is the policy of the Charity to try and build up the level of unrestricted reserves, which are free reserves of the charity, to a level that equates to approximately 3 – 6 months unrestricted budgeted future operating expenditure. This will enable the charity to withstand a prolonged drop in funding and provide sufficient funds to cover management and administration support costs and any emergencies that may arise from time to time.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Active Life Foundation's main source of funding this year has been from a variety of grants and awards.

The majority of our money is spent on being in a position to deliver a programme of physical activity opportunities.

We have very low overheads as we don't have an office premises.

Any unrestricted funds go into the bank account to start to accumulate an appropriate level of reserves.

## Section F

## Other optional information

In accordance section 6 of The Active Life Foundation constitution and sections 185 to 188 of the Charities Act 2011. Payment was made to a trustee for providing an additional service which was over and above normal trustee duties; as conditions A to D of relevant act were met and conditions of constitution. The amount paid for the service was set out in a written agreement and the amount does not exceed what is reasonable and is less than market value. The payment is less than what The Active Life Foundation is currently paying for similar services and less than what other organisations pay for similar services. The trustee who received the benefit was not involved and was absent in the discussion and had no vote and was not included in the quorum. The other Trustees were satisfied that it was in the best interests of The Active Life Foundation for the service to be provided by the trustee who benefited with regard to; the cost, quality of, skills, expertise, experience and efficiency; of the service provided. The trustee who benefited was in the minority of charity trustees. Section six of The Active Life Foundation constitution enables benefit. The trustees had regard to charity commission guidance and legislation before making the agreement and to Duty of care in section 1 (1) of the Trustee Act 2000. The decisions and rational for that decision was recorded in the minutes of relevant meeting.

Name of trustee who was paid for a service over and above normal trustee duties: Jonathan Thompson  
 Brief Details: Basketball Coaching (full details recorded in minute book with discussion of advantages and disadvantages and full rational).  
 Amount: £1,000.00 for 50 Sessions  
 Amount of pension contributions: N/A  
 Amount of any other benefit: N/A



## Section G

## Declaration

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


Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair,  
etc)

Date

|   |  |
|---|--|
|  |  |
| Jonathan Thompson   |  |
| Secretary.  |  |
| 10.05.21.   |  |





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
The Active Life Foundation

No. (if any)  
1181632

## Receipts and payments accounts

CC16a

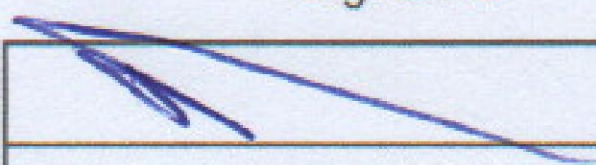
|                        |                               |    |                             |
|------------------------|-------------------------------|----|-----------------------------|
| For the period<br>from | Period start date<br>01/08/19 | To | Period end date<br>31/07/20 |
|------------------------|-------------------------------|----|-----------------------------|

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |   |  |                                 |                               |
| Step Out Project                                      | -  | 6,472                                   | -                                      | 6,472                           | 12,263                        |
| Donations   | 211  | -                                       | -                                      | 211                             | 900                           |
| Coaching  | 875  | -                                       | -                                      | 875                             | 30                            |
| CDCF Community Safety Fund                            | -  | -                                       | -                                      | -                               | 7,400                         |
| CDCF - NHS Health Improvement Fund                    | -  | 8,570                                   | -                                      | 8,570                           | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>1,086</b>                                 | <b>15,042</b>                           | <b>-</b>                               | <b>16,128</b>                   | <b>20,593</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>1,086</b>                                 | <b>15,042</b>                           | <b>-</b>                               | <b>16,128</b>                   | <b>20,593</b>                 |
| <b>A3 Payments</b>                                    |  |   |  |                                 |                               |
| DBS & Safeguarding Training                           | 30   | -                                       | -                                      | 30                              | 135                           |
| Insurance   | 271  | -                                       | -                                      | 271                             | 271                           |
| Equipment   | -  | 2,678                                   | -                                      | 2,678                           | 387                           |
| Coaching Fees   | -  | 20,702                                  | -                                      | 20,702                          | -                             |
| Training  | 120  | -                                       | -                                      | 120                             | -                             |
| Venue Hire  | -  | 1,173                                   | -                                      | 1,173                           | -                             |
| Marketing   | -  | 279                                     | -                                      | 279                             | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
|   | -  | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>421</b>                                   | <b>24,832</b>                           | <b>-</b>                               | <b>25,253</b>                   | <b>793</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>421</b>                                   | <b>24,832</b>                           | <b>-</b>                               | <b>25,253</b>                   | <b>793</b>                    |
| <b>Net of receipts/(payments)</b>                     | <b>665</b>                                   | <b>- 9,790</b>                          | <b>-</b>                               | <b>- 9,125</b>                  | <b>19,800</b>                 |
| <b>A5 Transfers between funds</b>                     | <b>- 375</b>                                 | <b>375</b>                              | <b>-</b>                               | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>524</b>                                   | <b>19,276</b>                           | <b>-</b>                               | <b>19,800</b>                   | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>814</b>                                   | <b>9,861</b>                            | <b>-</b>                               | <b>10,675</b>                   | <b>19,800</b>                 |



## Section B Statement of assets and liabilities at the end of the period

| Categories  | Details  | Unrestricted funds<br>to nearest £   | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|--|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>  |  |  | -                                | -                               |
|   |  | -  | -                                | -                               |
|   |  | -  | -                                | -                               |
|   | <b>Total cash funds</b>                                | -  | -                                | -                               |
|   | (agree balances with receipts and payments account(s)) | Agreement Error  | Agreement Error                  | OK                              |
| <b>B2 Other monetary assets</b>                             |  | -  | -                                | -                               |
|   |  | -  | -                                | -                               |
|   |  | -  | -                                | -                               |
|   |  | -  | -                                | -                               |
|   |  | -  | -                                | -                               |
|   |  | -  | -                                | -                               |
|   |  | -  | -                                | -                               |
| <b>B3 Investment assets</b>                                 |  | Fund to which asset belongs  | Cost (optional)                  | Current value (optional)        |
|   |  |  | -                                | -                               |
|   |  |  | -                                | -                               |
|   |  |  | -                                | -                               |
|   |  |  | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b>         |  | Fund to which asset belongs  | Cost (optional)                  | Current value (optional)        |
|   |  |  | -                                | -                               |
|   |  |  | -                                | -                               |
|   |  |  | -                                | -                               |
|   |  |  | -                                | -                               |
|   |  |  | -                                | -                               |
|   |  |  | -                                | -                               |
|   |  |  | -                                | -                               |
|   |  |  | -                                | -                               |
| <b>B5 Liabilities</b>                                       |  | Fund to which liability relates  | Amount due (optional)            | When due (optional)             |
|   |  |  | -                                |                                 |
|   |  |  | -                                |                                 |
|   |  |  | -                                |                                 |
|   |  |  | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees |  | Signature  | Print Name                       | Date of approval                |
|   |  |  | Jonathan Thompson                | 05.05.21                        |