

Annual Report

Seacroft Friends and Neighbours

Registered CIO 1183406

For the period 1st October 2020 to 30th September 2021.

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1 FOREWORD FROM THE CHAIR

Seacroft Friends & Neighbours (SFN) is one of the 37 Neighbourhood Network Schemes operating in the UK. Seacroft is categorised as one of the most deprived in the UK by government metrics. It is also a place of great character and history where many people have lived their whole lives and have a strong connection to. Our main objectives are to support people over 60 in our community to live at home, reduce isolation and loneliness and maintain or improve personal health and wellbeing. We do this through the provision of flexible, dedicated, sustainable and quality services, personal contact, and the provision of activities and opportunities to socialise. We have a small team of dedicated, trained staff and an active team of amazing volunteers. We work closely with many local healthcare providers and support services.

This reporting period 1st October 2020 to 30th September 2021 has been one of tremendous challenges. In addition to the issues posed by covid, we also had several longstanding members of staff and trustees leave the organisation. We were fortunate to be able to find replacements but recognise the loss of friends and colleagues with great experience who gave many years of service to North and South Seacroft and worked extremely hard to successfully merge the two organisations together. Our facilities in the Methodist Hall (Chapel FM) were out of use until mid-January 21 while refurbishment work continued. During that time services were maintained from the Kentmere Avenue site.

Covid, and the restrictions placed upon us all, continued to have an enormous impact on staff and clients. Many of the services that were normally provided by Leeds City Council (LCC) were curtailed or stopped, lockdowns prevented person to person contact and travel for older people was both discouraged and restricted. Many hours of staff time were taken up ensuring we complied with government guidance and legislation. The complexity of issues that people suffered from, and that staff had to deal with, during this period increased significantly. In many cases individuals suffered more as a result of the

restrictions than from covid. The staff team prioritised vulnerable clients and implemented an 'exceptional circumstances' protocol.

There were times when the only contact that older residents had, was with SFN's staff, this literally provided a lifeline to some. Contact was carried out by telephone but with personal visits where required. Staff and volunteers were required to deal with people who were suicidal, people who had fallen over and had to have physical assistance, transport to medical care was provided, food was delivered, advice given including "signposting" to other agencies and electronic tablets and phones were supplied and all done within the government imposed regulations. Risk assessments were carried out and steps taken to reduce risks to clients, staff, volunteers, trustees and other users of shared facilities. Zoom was used for meetings, training and activities. When face-to-face meetings did resume these were done in large airy rooms with windows open, seats spread out and masks worn where required. It is difficult to convey just how difficult a period this was for staff, volunteers and clients and it has taken a toll on the general health and wellbeing of all parties. It is hoped that the government review of how this was handled takes issues such as these into account into future planning.

Speaking as the Chair of Trustees, I am proud to say that I have no doubt that SFN staff and volunteers played a major role in supporting older residents in Seacroft through this very difficult period and a huge debt of thanks is owed to all SFN staff and volunteers who went above and beyond what could reasonably be expected to support clients. Without the outstanding contributions of Scheme Co-ordinators Kate Taverner and Carol Lockwood in supporting staff and maintaining services over this period, none of it would have been possible.

We received a thank you letter from Leeds NHS trust in Oct 2020 thanking the organisation for its dedication and contribution to the overall Leeds NHS response. We also received very positive feedback from an independent review carried out by the Centre for Ageing Better in 2021. They summarised by saying Leeds Neighbourhood Network Schemes **"did whatever it took to alleviate the worst effects of a humanitarian crisis"** and that **"We were**

instrumental in making sure there was no pause in provision, we literally changed things around within 1 day”.

Shirley M. Dann MRPharmS, BSc Chair of Trustees, Seacroft Friends and Neighbours

2 Achievements and Performance

2.1 Integration of North and South Seacroft Neighbourhood Network

Schemes

Following the merger of North and South Seacroft in October 2019 there were many follow up actions required to integrate the two organisations. As a result of the merger the number of clients served by the new Community Interest Organisation (CIO) is around 950 people.

A thorough review of policies and procedures was carried out. Some were updated or deleted and where gaps were identified, new documents prepared.

2.2 New Trustees and Staff Recruited

We had a number of staff and trustee changes (see sections 2.8 and 7). We advertised and recruited additional trustees and staff to fill the vacancies and carried out a phased transfer of responsibilities in mid-2021.

2.3 Buildings / Refurbishment of Chapel FM

Whilst the bulk of the refurbishment work at Chapel FM was completed by the end of November 2020, SFN were not able to move back in until mid-January. During the closure, staff and volunteers maintained as many services as possible from Kentmere Avenue.

2.4 Coping Through Covid

This has been described in the foreword and in section 4. In addition to points mentioned elsewhere, it is recognised that staff and volunteers themselves and members of their close families also had to cope with having to self-isolate at times for 14-day periods. They also suffered from illnesses and had to look after family members when they were ill / self-isolating. This led to problems where staff struggled to take time off or holidays. Holiday extensions were given and some additional days holiday were allocated to reflect the additional burden they had faced.

2.5 Survey of Leeds Neighbourhood Network Schemes carried out by The Centre for Ageing Better

SFN were selected to take part in this survey as one of six Leeds Neighbourhood Network Schemes (LNN's). The purpose of the study was 'to explore the role of community-based organisations in supporting people in later life to achieve the capabilities and outcomes

associated with healthy ageing’.

The report (which we were provided with feedback from) considered how the LNN’s are working to promote functional ability at three overlapping stages of need:

- **Prevent:** Primary prevention of long-term health conditions through community-based activities and support.
- **Delay:** Supporting people to manage long-term conditions, to delay onset in severity that may impact on their quality of life and need for more acute health and social care services.
- **Reduce:** Supporting people with intensive support needs, including frail people in later life, to relieve pressure on their informal carers and acute services.

The study identified that “There is potential for a symbiotic relationship between the LNNs and the strategic priorities of Leeds health and social care stakeholders. Prior to the COVID-19 pandemic, key stakeholders had already begun to recognise that their ambitions for a preventative model of public services, based on developing community-based resources and assets, could not be delivered without the continued and enhanced involvement of the LNNs. This potential future role for the LNNs has been brought into even sharper focus since the outbreak of the COVID-19 pandemic”.

We will take on board what the study found in our forward planning. We are pleased that outcome of the study was positive and supportive of the work being done by LNN’s. We feel is a true reflection of the work carried out by SFN.

2.6 Partnership working

Section 5 describes the high level of interaction that occurred during the period between SFN and other agencies and organisations. SFN formed an integral part of the network and contributed significantly in the efforts to support older residents in Seacroft.

2.7 Personnel Changes

Kate Taverner, our Project Co-ordinator made the decision to leave after over 16 plus years working for older people in Seacroft. Linda Goodall, Treasurer and former Project Co-ordinator of South Seacroft Friends and Neighbours resigned from the board of trustees.

Both Linda and Kate put in a significant amount of time and effort into building up the organisation and we are grateful to them both, for their input and involvement over many years. Local residents have benefitted directly and indirectly as a result.

Following an external recruitment process, we were pleased to offer Carol Lockwood the role of Project Co-ordinator. Carol had worked for the charity alongside Kate as Assistant Co-ordinator. Neil Thompson was appointed interim deputy.

In June 2021 our Chair of Trustees Lynne Reed retired to spend more time on other projects. Lynne had planned to leave in 2020 but postponed her plans to ensure the Charity was in a stable position before stepping down. Shirley Dann previously Vice Chair took on the role of Chair on Lynne's departure.

Sadly Doreen Prideaux passed away whilst still a serving trustee and joint chairperson. Doreen had been involved with North Seacroft GN's for some time and assisted with the merger of North and South Seacroft. Barbara Kelly resigned as a trustee having supported South Seacroft on the committee for several years. We are grateful to all those who gave up their time to carry out these duties. During this period of change one of our Project Workers left.

Two new trustees were identified and appointed as trustees for the organisation. Sheonagh Clarke joined in March and John Scott in April 2021. Sheonagh who has previous management and HR experience, agreed to take on the position of Vice Chair and John, who has a financial background, accepted the role of Treasurer.

Three of the trustees took part in one day training course in December led by Voluntary Action Leeds, entitled "Roles and Responsibilities of Trustees". Six trustees took part in a one day training session led by John Wilson from Community Matters called the Essential trustee and utilisation our own constitution.

2.8 Frailty Work

Having been granted Swift funding in early 2020, we recruited a Health Lead. This funding enabled us to work alongside key statutory partners within the Health Service. Through this specific funding we became a delivery agent within the city-wide Frailty project. Our Health Lead commenced work in January 2020 on a two-year fixed contract. Her role became even more important as Covid impacted our service users and the wider community as a whole.

Older peoples' well-being and independence are within our constitutional / charitable over- arching aims. They encompass, good mental health, keeping up social contacts, keeping up hobbies, involvement in the community and keeping active.

Seacroft Friends and Neighbours helped clients with practical support, dealing with housing issues, aids adaptations, referral or support with podiatry, continence, hearing and medical interventions to keep that independence.

The Frailty work looks at a personalised care, designed around improving self-management skills to help people thrive and connect with their community.

2.9 Transport

We purchased a new minibus in the last financial year, this was a huge benefit during the pandemic. It was fitted out to minimise covid transmission and where required, we were able to transport vulnerable people on an individual basis.

2.10 Engaging with others and promoting the services

A new SFN website was put together by one of our members of staff. It has gone live and looks very welcoming and current. We have an amazing team of volunteers who give up their time and talents to help others they are local and know many of the clients well. We send out newsletters to alert people to the services provided. We receive referrals from other organisations and by word-of-mouth.

3 BUILDINGS

Refurbishment of Chapel FM (Seacroft Methodist Hall) continued whilst covid restrictions were in place. Work took longer than planned and the completion date moved several times.

SFN eventually moved back into the building in the middle of January 2021. We have a dedicated office space, there is a modern kitchen and a lovely new hall

with good access for activities. Our team continued to offer activities at Kentmere Avenue as permitted by the regulations.

4 COVID PANDEMIC and SERVICES

As mentioned in other parts of this report, the covid restrictions created additional challenges to what was already a difficult job for staff and volunteers. Due to the reductions in provision by statutory service providers, services were in higher demand than normal.

It is to everyone's enormous credit that SFN continued to offer vital services to a large number of clients. SFN staff prioritised the most vulnerable members of the client group and applied the "exceptional circumstance" protocol.

Staff offered and provided assistance with organising and collecting prescriptions and health related items; shopping and arranging meals. We initiated safe door step visits to support our complex case work where needed and maintained regular telephone contact with clients. Telephone calls were a lifeline to many clients. Where possible, services were delivered at arms-length thus offering a level of protection to staff and clients.

Staff one-to-one support has been vitally important for the health and wellbeing of clients. We witnessed an increase in the number of people having complex needs including mental health, alcohol dependency, behavioural problems and suicidal tendencies. Lockdown, fear and loss of contact with others and withdrawal of services being the main drivers of this. Staff previously undertook suicide awareness training and support was provided for their own well-being and to assist them in dealing with some extremely stressful situations.

Needs of clients increased dramatically as statutory services were reduced and with an increase in need, SFN stepped up to fill the void.

This included:

- enabling clients to get support from other groups and agencies;
- registering people for shielding;
- making sure they got appointments for doctors/hospital and could attend;
- making sure they were able to get access to flu vaccines, covid tests, covid injections and medicines;
- support to access benefits and financial aid;
- food deliveries (as well as shopping assistance up to 30 people per week were being provided with hot and cold meals);

- telephone welfare checks, winter well-being checks and public health messages have been shared throughout;
- activity packs, along with the loan of recreational resources such as jigsaws, knitting packs, books, arts and crafts resources and DVD's;
- help in dealing with emergencies including deaths, funerals and sudden illness;
- supplying (in the event of no other options) essential equipment in one case a cooker was provided;
- referrals (see below) - our oldest referral was for someone who was 100 and the furthest came from Hong Kong;
- hearing aid maintenance;
- telephone befriending;
- sourcing goods in lock down, clothing, white goods;
- technology loan and weekly support;
- letter writing—both intergenerational and with each other.

We were provided with phones and tablets from a local group. Clients identified what they would like to use these for and then were trained how to do those specific things. This included: zoom calls with friends and family; online shopping; online transactions; booking appointments; watching films and playing games. Not everyone wanted to try them but most of those who did, found them to be beneficial in particular zoom calls to keep in touch during isolation and lockdown.

Funding was sourced for falls prevention work, purchase of suitable slippers, key safes and CO2 detectors.

We were grateful to receive a donation from The Single Ladies Fund which was given and used to address covid transmission/issues. We also used some of the money to provide a Christmas gift to clients as they were unable to have any normal Christmas activities. 160 packs were delivered. We were also awarded some Lottery funding in recognition of the enormous burden created by covid and the restrictions.

Newsletters were sent out Winter and Spring to over 600 local residents.

In June 2021 we restarted face-to-face small group activities adhering to covid safety guidance. This was warmly welcomed by most, however, where clients were more reluctant to venture out they have been gently encouraged.

5 WORKING in PARTNERSHIP

SFN work in partnership locally to provide vital cohesive community support during the pandemic. Working in partnership was a vital part of maintaining as many services to older residents as possible and minimising harm. The Centre for Ageing Better review specifically recognises the valuable contribution that the Leeds Neighbourhood network schemes including SFN played in this.

As a group we accepted referrals from Leeds City Council helpline and became part of a community wide crisis management and support initiative.

Partners included:

LS14 Trust	Fall into Place	local GPs
Local police	Leeds Community Spaces	SCOT
Chapel FM	NHS colleagues	Seacroft and Killingbeck

Councillors

We approached local businesses to source essential supplies and collected and have taken food to the Food Bank and hygiene items to our local recovery Hub. We are part of the Local Care Partnership looking at our community priorities and issues, with Health, Council and Third sector meeting regularly. These partnerships have proved to be vital during these challenging times enabling all parties to share the Covid message and vocalise what support was available and to whom.

Through our actions we were able to support Clinically Extremely Vulnerable members to access services.

We made referrals on behalf of older people to:

GP's	Nurses	Social Services	Benefits
Continence	Disability adaptations	Obtain Equipment	LCC bins
Carers Leeds	Hearing and Sight loss	Councillors	Keysafes
Chiropody	Telecare	Gardener	Memory support
Mental health	Ambulance	Power of	Safer Leeds

		Attorney	
Library	Occupational Therapist	Falls service	Presto meal delivery
LCC Housing/adaptations	Voluntary sector organisations	Green Doctor cold homes	

We utilised our scheme mini-bus to offer and provide door-to-door transport in a covid safe environment.

6 FINANCIAL POSITION

Following the setup of the new CIO, and taking into account the larger organisation and resulting increase in the funds being managed, it was decided that we would introduce the use of QuickBooks. This was a significant project for staff (in addition to all of the other ongoing challenges) requiring the inputting of information, training and familiarisation in the use and setting up the various accounts. We are grateful to Heera Singh from HSL who we appointed as our accountancy service provider. Heera has provided support and training on QuickBooks, his expertise has been welcomed and has increased the confidence of the Senior Management Team in using the new system. Heera has also increased awareness of financial expectations and legal requirements.

Thank you also to John Scott (Trustee/Treasurer) and Kate Taverner and Carol Lockwood (Co-ordinators) for their input into this. The system will provide a more robust system of financial control moving forward befitting the larger organisation.

Heera has also undertaken our independent assessment as required by Charity Law.

Reserves Policy

Due to the merger the reserves were lifted to £50,000, a further £20,000 was added during this reporting period. This figure will continue to be reviewed annually.

Financial Overview

Following the merger, existing funds were transferred from both North and South Seacroft accounts to Seacroft Friends and Neighbours. Funding that was already in place for the individual groups was sustained following the merger.

In addition to staff and building costs, funds secured have enabled us to provide individual client items such as slippers, key safes (this was particularly important during the covid restrictions), dementia resources, winter warmth resources and recreational activity packs. We also had donations which were used specifically for implementing covid measures such as screening for the minibus.

No expenses were claimed by any of the trustees.

We are grateful to the Single Ladies Benevolent Fund for their support, donations are used directly to support clients.

Personal donations continue to enhance our works; these donations are often from existing clients grateful for support or families of former clients.

We continue to apply for funds both singularly and as a Seacroft collective.

We acknowledge the security of Leeds City Council Grant which forms a large part of our current income and which runs until 30 September 2023. We are mindful of cuts being made to this funding year on year and are taking steps to ensure that we address any shortfall. We had an overall net income for the period which, given the challenges faced, puts us in a sound financial position. A full list of funders can be found in the annual accounts.

Financial Position at 30/09/2021

A full set of accounts has been prepared and will be submitted with the annual return to the Charities commission. The accounts have been prepared by HSL Accountancy Solutions and agreed by the Trustees.

As at 30/9/2021

	Unrestricted	Restricted	Total
Income	£15,722	£268,566	£284,289
Expenditure	£3,790	£220,897	£224,687

7 TRUSTEES

We had a number of changes in the board of trustees as described in 2.7. Linda Goodall, Lynne Read and Barbara Kelly left the organisation. Doreen Prideaux sadly passed away. Helen Taylor briefly joined as a trustee in early 2021 but shortly after took up a full-time position and had to resign.

Trustees who left the organisation during this financial year.

Name	Position		Date of leaving
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Lynne Read	Chairperson	Resigned	25/06/2021
Linda Goodall	Treasurer	Resigned	9/11/2020
Barbara Kelly	Trustee	Resigned	29/10/ 2021

Board of trustees as at 30th September 2021.

Name	Position	Appointed	End date of term
Shirley Dann	Chairperson (Appointed 25/6/21)	2/12/2021	1/12/2024
Sheonagh Clarke	Vice Chairperson (Appointed 25/6/21)	25/03/2021	24/03/2024
John Scott	Treasurer (Appointed 15/4/21)	15/4/2021	14/04/2024
Mick Firth	Trustee	3/12/2020	2/12/2023
Pearl Allen	Trustee	2/12/2021	1/12/2024
Graham Hyde	Trustee	2/12/2021	1/12/2024

The trustees notified the Charities commission of an internal review that was carried out. Recommendations and actions taken were documented in a satisfactory manner.

8 ACKNOWLEDGEMENTS and CONCLUSION

No business continuity planning could have prepared us for the past year and a half. SFN has bravely and with great care navigated the difficult path through merger activities, staff and building changes and ongoing covid challenges and restrictions.

Huge thanks go to the small but dedicated Seacroft Friends and Neighbours staff all of whom have taken responsibility to provide invaluable support and resources to older residents in Seacroft throughout the year. They have had to rethink how they work, looking at Public Health guidance, adhering to new working practices under strict risk assessment.

We appreciate the input from our trustees, their expertise, advice and guidance is vital to the smooth and safe running of the charity. Our volunteers, are the heartbeat of our charity they continued to adapt and support our clients as necessary.

Our thanks as always to Adults and Health who are pivotal in the Neighbourhood Networks and to the Commissioners who have supported us through the pandemic and our internal changes.

For a period of time now, we have been generously supported by Leeds Single Ladies Benevolent Society. We are grateful for their continued support, particularly during this challenging year and their donations help us to support our most vulnerable members of our elderly community.

It is through donations and funders we are able to continue delivering high quality, friendly, caring services to the community of Seacroft and East Leeds. We recognise the substantial contribution made by Leeds City Council which enables us to provide continuity of services and to make long term plans to support local older residents.

We actively ask for feedback and listen to those who use the services. We constantly review what we provide and whether it is best meeting the needs of older people in Seacroft. As we have demonstrated during Covid where required we change and adapt quickly when necessary.

SEACROFT FRIENDS AND NEIGHBOURS
Notes to the financial statements
for the period ended 30th September 2021

7 Movement of funds (continued)

The Lottery Fund – specifically funds to tackle covid resilience issues. This was allocated to additional salary costs for overtime and to provide wellness support for staff to help them to help others. We used the services of freelance Linda Sage for 1:1 and group sessions. LS14 Managed the fund.

Funding was secured to provide a third defibrillator for the local community. This ensures quick access to one if required from either of our sites.

Older People Forum-Covid Fund -Used to help services deliver recover which had been affected by the pandemic

Leeds Benevolent Society for Single Ladies provide help to around 80 members around the city. The society have regular meetings, get-togethers and outings and offer financial help to qualifying people or groups which includes buying domestic items, grants towards holidays, paying phone bills, TV licences and providing someone to tour the various members' homes ensuring they're safe and sound.

Co-Op Dementia fund – due to covid our dementia support group couldn't meet. The funder agreed that under the circumstances the funds could be allocated to any associated dementia expense including staff costs.

HAP-Key safe fund – funds were used to purchase and fit Key safes for clients in LS14 area. This was important during lockdown to ensure that secure access could be provided.

LCC Swift –These funds support clients identified as frail. We have a dedicated member of staff providing these services. SWIFT is a service to support people aged 55 years plus who may be living with frailty, severe mental health issues, social isolation and other complex issues. SWIFT helps with what matters most to people, this could include;

- ☐ Being active and healthy
- ☐ Being able to do the things you enjoy
- ☐ Being socially connected
- ☐ Living independently

LCC Core grant -The LCC Adult Social Care provides core funding which are used to pay for salaries and overheads. This funding enables us to maintain a stable and consistent service and to plan ahead.

Hub Covid -Seacroft Hub known collectively as Seacroft Together received a lot of funding through the LCC Covid relief fund. LS14 trust were allocated the money and they have shared it out with key partners. We were provided with funds to spend over 6 month. These were allowed to be used for covid related costs including activities, staffing and transport.

Leeds Community Foundation provide funds to provide lunch clubs offering a healthy meal to vulnerable older people.

8 Previous periods figure

The previous periods figure are provided, where available, for comparison purposes only.

SEACROFT FRIENDS AND NEIGHBOURS
Notes to the financial statements
for the period ended 30th September 2021

4 Tangible fixed assets

	Motor Vehicles	Office equipment	Total
	£	£	£
Cost	19,351	3,557	22,908
Additions	13,720	0	13,720
Disposals	-14,513		-14,513
At 30th September 2021	18,558	3,557	22,115
Depreciation			
At 1st October 2020	4,838	711	5,549
Charge this period	3,380	711	4,091
At 30th September 2021	8,218	1,423	9,641
Net book value at 30th September 2021	10,340	2,134	12,474
Net book value at 30th September 2020	14,513	2,846	17,359

5 Debtors and creditors

	2021	2020
	£	£
Debtors		
Trade debtors	7,500	0
Creditors (amounts falling due in one year)	£	£
Other creditors	-650	0

6 Trustees remuneration, benefits and expenses

There were no trustees' remuneration in the period of these accounts.

7 Movement of funds

	Opening 01.10.2020	Incoming resources	Expended resources	Closing 30.09.2021
	£	£	£	£
Unrestricted funds	222,547	15,722	-3,790	234,479
Restricted funds				
Covid Resilience Fund (Lottery)	0	8,942	-5,852	3,090
Hardship Fund	0	5,000	-322	4,678
Lunch Clubs	3	11,431	-6,292	5,142
LCC - Adult Social Care	5,601	144,599	-125,388	24,812
LCC Swift funding - frailty project	9,736	37,500	-22,927	24,309
Leeds Benevolent Society - single ladies	17,697	25,000	-21,480	21,217
Coop Dementia	2,040	0	-1,174	866
LCC Covid Fund	1,057	24,724	-25,781	0
OPF Covid Fund	0	1,550	-1,550	0
Defib collection	310	1,079	-1,389	0
HAP for Key Safes	0	4,950	-4,950	0
HUB Covid	0	3,792	-3,792	0
	258,991	284,289	-224,688	318,592

SEACROFT FRIENDS AND NEIGHBOURS
Notes to the financial statements
for the period ended 30th September 2021

2 Grants

	General	Restricted	Total	Total
	Fund	Fund	2021	2020
	£	£	£	£
Grants and donations				
Covid Resilience Fund (Lottery)	0	8,942	8,942	0
Hardship Fund	0	5,000	5,000	0
Lunch Clubs	0	8,963	8,963	21,508
LCC - Adult Social Care	0	144,599	144,599	136,416
LCC Swift funding - frailty project	0	37,500	37,500	30,000
Leeds Benevolent Society - single ladies	0	25,000	25,000	41,950
Area management Transport	0	0	0	145
Windmill Community Transport	0	0	0	400
LCC - Falls	0	0	0	500
Coop Dementia	0	0	0	2,247
LCC Winter Monies	0	0	0	2,821
LCC Covid Fund	0	24,724	24,724	0
OPF Covid Fund	0	1,550	1,550	0
Defib collection	0	1,079	1,079	310
HAP for Key Safes	0	4,950	4,950	0
HUB Covid	0	3,792	3,792	0
Other	500	0	500	0
Donations	14,460	2,468	16,927	209,909
	14,960	268,566	283,526	446,206
Investment income	763		763	751

3 Expenditure on:

	General	Restricted	Total	Total
	Fund	Fund	2021	2020
	£	£	£	£
Cost of raising funds				
Members costs	364	12,050	12,414	21,505
Instructor costs	15	432	447	2,245
Staff expenses	283	2,822	3,104	2,174
Volunteer expenses	428	1,171	1,599	512
Food supplies	1,320	9,668	10,988	4,946
Training	188	1,922	2,109	510
	2,597	28,064	30,661	31,892
Charitable activities	£	£	£	£
Wages		154,489	154,489	132,239
Rent		5,288	5,288	3,042
Day trips			0	925
Insurance		1,367	1,367	2,113
Telephone	160	2,310	2,470	1,460
Postage and stationery	-14	2,456	2,442	1,383
Sundries			0	1,782
Motor vehicles - depreciation		3,430	3,430	4,838
Computer equipment - depreciation	711		711	711
Support costs				
Office costs	336	9,728	10,064	4,973
Transport	0	13,765	13,765	2,608
	1,194	192,833	194,026	156,074

SEACROFT FRIENDS AND NEIGHBOURS
Notes to the financial statements
for the period ended 30th September 2021

1 Accounting policies

1.1 Basis of preparation

These accounts (financial statements) have been prepared under the historic cost convention, with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:

- (a) The Charities Act 2011
- (b) Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS102) (effective January 2015)

The charity meets the definition of a public benefit entity as defined by FRS 102. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

1.2 Incoming resources

These are included in the Statement of Financial Activities (SoFA). Incoming resources are recognised when:

- (a) The company becomes entitled to the resources
- (b) The directors are virtually certain they will receive the resources; and
- (c) The monetary value can be measured with sufficient reliability

Where incoming resources have related expenditure (as with fund-raising or contract income) the incoming resources and related expenditure are reported gross in the SoFA. Grants and donations are only included in the SoFA when the company has unconditional entitlement to the resources. Contractual income is only included in the SoFA once the related goods or performance related services have been delivered. Investment income is included in the accounts when receivable.

1.3 Expenditure

Expenditure is charged to the statement of financial activities on an accruals basis, inclusive of any VAT which cannot be recovered. Expenditure is classified under headings that aggregate all costs related to that 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.

Charitable expenditure comprises those costs incurred in the delivery of the charity's activities and services for its beneficiaries, including both direct and support costs.

Governance costs include those costs associated with meeting constitutional and statutory requirements, including Accountancy fees.

1.4 Fund accounting

Restricted funds are funds received from donors which are subject to restrictions on the purposes for which they may be used of which have been raised for a specific project. Unrestricted funds are those where there are no externally imposed restrictions. These include funds freely available to the charity for expenditure or appropriation to reserves for internally designated purposes.

1.5 Assets

Tangible assets are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost, or, if gifted, at the value to the company on receipt. The rates applicable are;

- Office equipment - 20% on cost
- Motor vehicles - 25% on cost

1.6 Taxes

The company is not VAT registered. As a Charity the company is exempt from taxation on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of chargeable gains Act section 505 of the Taxes Act 1988 or s256 of the Taxation of chargeable gains Act 1992 to the extent that these are applied to its charitable objects.

1.7. Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount. Accrued charges are normally valued at their settlement amount.

1.8. Debtors

Debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

SEACROFT FRIENDS AND NEIGHBOURS
Balance sheet
As at 30th September 2021

		2021	2020
		£	£
Fixed Assets	Notes		
	4	12,474	17,359
Current Assets			
Debtors	5	7,500	0
Cash at bank & in hand		299,268	241,632
		306,768	241,632
Creditors - amounts due within one year	5	-650	0
Net current assets/liabilities		306,118	241,632
Net assets		318,592	258,991
Fund represented by			
Unrestricted funds		234,479	222,547
Restricted funds		84,113	36,444
Total		318,592	258,991

The financial statements on pages 6 and 7 were approved by the Trustees and signed on their behalf by:

Signed: *Shirley M Dann*
Name and position: *SHIRLEY M. DANN CHAIR*
Date: *4/8/2022*

SEACROFT FRIENDS AND NEIGHBOURS
Statement of Financial Activities (Incorporating the Income and expenditure account)
for the period ended 30th September 2021

		Unrestricted funds £	Restricted fund £	Total 2021 £	Total 2020 £
Income from:	Notes				
Grants and donations	2				
Donations		14,460	2,468	16,927	209,909
Grants		500	266,099	266,599	236,297
Investments					
Bank interest		763		763	751
Total		15,722	268,566	284,289	446,957
Expenditure on:	3				
Cost of fundraising		2,597	28,064	30,661	31,892
Charitable activities		1,194	192,833	194,026	156,074
Total		3,790	220,897	224,687	187,966
Net income/(expenditure)		11,932	47,669	59,601	258,991
Transfers between funds		0	0	0	0
Net movement in funds after transfers		11,932	47,669	59,601	258,991
Total funds brought forward at 1st October 2020		222,547	36,444	258,991	0
Total funds carried forward 30th September 2021		234,479	84,113	318,592	258,991

The accounting policies and notes on pages 7 to 10 form part of these financial statements.

**Independent examiners report to the trustees of
SEACROFT FRIENDS AND NEIGHBOURS
for the period ended 30th September 2021**

I report on the accounts of the charity for the ended 30th September 2021 which are set out on pages 5 to 6.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr Heera Singh FMAAT
HSL Accountancy Solutions Ltd
Enterprise House
61a Carr House
Doncaster
DN1 2BY

Date: 3rd August 2022

SEACROFT FRIENDS AND NEIGHBOURS
The trustees present their annual report
for the period ended 30th September 2021

Achievement and performance (continued)

6. Working in partnership locally to provide a cohesive community support was vital during the pandemic. As a group we accepted referrals from Leeds City Council helpline and became part of a community wide crisis management and support initiative with partners: LS14 Trust, Fall into Place, local GPs, Police, Leeds Community Spaces, SCOT, Chapel Fm, Seacroft and Killingbeck Councillors, NHS colleagues to name but a few. Partnerships have proved vital during these challenging times enabling all parties to share learning identify who was in need and vocalise what support was available and from whom.

As a result we were able to support Clinically Extremely Vulnerable members to access services.

7. Finance - We are cognisant of the planned cuts in budget as notified by LCC, and are taking steps to ensure that this does not adversely impact on services. We are actively pursuing funding bids where we feel we can utilise those funds effectively. We are grateful to all our funders and to those who have given donations without this we would not be able to help as many residents.

Statement of Public Benefit

The public benefit from our work can be seen with an enhanced quality of life for older residents, improving well being with advice, support and signposting. Advocacy with health and financial issues to reduce inequalities seen in this area. A reduction in social isolation from bringing people together, having regular contact with staff and other residents allowing friendships to form. We help provide a link to their community helping residents feel informed, included and consulted.

Statement of trustees' responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the year end and of its incoming resources and resources expended during that year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP, where applicable
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.

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.

The trustees declare that they have approved the above report.

Signed on behalf of the trustees

Signed: *Shirley M Dann*

Name and position: *SHIRLEY M. DANN*
CHAIR

Date: *4/8/2022.*

SEACROFT FRIENDS AND NEIGHBOURS
The trustees present their annual report
for the period ended 30th September 2021

The trustees submit their annual report and financial statements for the year ended 30th September 2021.

Governing document

The organisation is operated under the rules of its constitution which was adopted 14th May 2019.

Objectives and activities

Within the Seacroft area to relieve persons aged 60 or over who are in need by reason of their ages, ill health, disability, financial hardship or other disadvantage, in particular but not exclusively by the provision of assistance including information, advice and support, to relieve the needs of such persons in such ways the trustees shall think fit.

Achievement and performance

(Refer to annual report for additional information).

Seacroft Friends and Neighbours engages directly and indirectly with around 1,000 people in the Seacroft area. Many of the people we support are in the very old category (above 85) and have lived in the area all their lives. We use multiple approaches to help them and others to remain independent and active and to live well at home.

1. Actions following on from the merger of North and South Seacroft were successfully implemented. This included a review and update of policies and procedures. QuickBooks was introduced reflecting the needs of the larger organisation. We also have a new website.
2. We had several long-standing trustees leave the board, we are grateful to them for their valued service to the organisation and for helping it to grow and develop. We are pleased to welcome two new trustees who are now sharing their time and talents for the benefit of the clients. Our Co-ordinator left after successfully navigating the sale of the Methodist Hall, merging North and South Seacroft, setting up the CIO and dealing with the arrival of covid. We appointed a new co-ordinator in June following an external recruitment process.
3. The Methodist Hall was previously sold to Chapel FM who obtained a significant grant to refurbish the building. The refurb took longer than anticipated but we were able to move back in mid-January 21 and activities restarted in the new surroundings. During the closure services were provided from the Kentmere Avenue site.
4. Covid and the restrictions imposed continued to pose significant challenges to clients, staff, volunteers and trustees. Isolation, illness of self or others, lockdowns, loss of normal service provision all took their toll. One of the results was that cases that SFN had to deal with were much more complex. Staff did an outstanding job in supporting people, referring them appropriately, providing food, access to medicines, safe transport, activity packs, shopping,

An independent review of the Leeds Neighbourhood Networks (LNN) of which SFN is one of six, was carried out by the Centre For Ageing Better. They noted that "There is potential for a symbiotic relationship between the LNN's and the strategic priorities of Leeds health and social care stakeholders". They summarised by saying LNN's "did whatever it took to alleviate the worst effects of a humanitarian crisis" and that "we were instrumental in making sure there was no pause in provision, we literally changed things around within 1 day".

One of the benefits of a smaller organisation is it's ability to turn around and respond quickly, SFN demonstrated that admirably. It is hoped that local councils and government bodies will recognise the enormous contribution that staff and volunteers made when considering future plans.

All of the additional work was done within the constraints of the covid restrictions and ongoing fears of transmission. SFN followed all the requirements including risk assessments, distancing, masks, to try to protect clients, staff, volunteers and trustees as well as other facility users.

5. SWIFT funding allowed us to employ a dedicated Health Lead. Frailty is common in older people who live at home. This role become even more important as Covid enveloped our service users and the wider community.

SEACROFT FRIENDS AND NEIGHBOURS
Administrative details
for the period ended 30th September 2021

Registered Charity number	1183406
Trustees and Management Committee	Shirley Dann – From 14 May 2019 John Scott – From 15 April 2021 Graham Hyde – From 04 July 2019 Michael Firth – From 21 May 2019 Pearl Allen – From 13 May 2019
Administrative address	SEACROFT METHODIST CHURCH HALL YORK ROAD LEEDS LS14 6JB
Bankers	Yorkshire Bank Plc 32 Town Street Leeds. LS18 4RJ
Independent Examiner	Heera Singh FMAAT HSL Accountancy Solutions Ltd Enterprise House 61a Carr House Doncaster DN1 2BY

SEACROFT FRIENDS AND NEIGHBOURS
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for the period ended 30th September 2021

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SEACROFT FRIENDS AND NEIGHBOURS

Financial statements for the
year ended 30th September 2021

Charity number: 1183406

Charitable Incorporated Organisation
Registered England and Wales

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