

Lingfield Living Local

Charity number 1183729

Annual Report and Financial Statements for the year ended 31 March 2022



West Yorkshire Community Accounting Service

Lingfield Living Local

Annual Report and Financial Statements for the year ended 31 March 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Lingfield Living Local

Trustees' report for the year ended 31 March 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Hilary Willmer MBE		Resigned March 2022
Ambreen Ahmed	Treasurer	
Wendy Collins	Chair	
Daniel Bell		
Howard Dews		Appointed March 2022

Charity number

The charity was registered with the Charity Commission for England and Wales, number 1183729, on 5 June 2019.

Principal address

83 Lingfield Drive
Leeds
LS17 7HF

Bankers

Triodos Bank UK Ltd
Deanery Road
Bristol BS1 5AS

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 5 June 2019 and is governed by a foundation constitution.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed at a duly convened meeting of the trustees.

Objectives and activities

The charity's objects

The objects of the CIO are: to develop the capacity and skills of members of the socially and economically disadvantaged community of the Lingfield and Fir Tree estates and the surrounding area in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society. To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society.

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Trustees' report (continued) for the year ended 31 March 2022

Objectives and activities

The charity's main activities

Providing a welcoming Hub for community activities and a listening place for isolated or stressed local people.
Organising one off community events.
Planning and delivering programmes or events collaboratively with other local partners.
Developing and maintaining good relationships with statutory agencies involved in the estate.

Public benefit statement

Lingfield Living Local exists to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are social excluded and assisting them to integrate into society.
In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

Achievements and performance

April – June

As lockdowns eased we were able to begin opening again, though we sometimes had to close at short notice when Covid numbers were particularly high on the estate. We were opening on Monday, Tuesday and Friday, with the support of trustees as we only had one part-time worker. During this time a couple more wonderful volunteers from the estate joined us and are now well established in the lunch club.

With funding from Leeds Inspired and permission from Virgin, we planned to paint the communication boxes on the estate, as many other areas in Leeds have done. We chose not to use professional artists to design the boxes, and instead asked local people to come up with designs which could then be formalised by an artist. They chose the theme of nature, and both adults and children sent us brilliant designs.

One of our trustees, Dan, held occasional outdoor bike repair workshops and also accumulated lots of adult and children's bikes which he got into working order. We have been able to sell these very cheaply to people on the estate.

We were eventually able to hold our first community day for over a year, with jumble sale, plenty of cake, and bikes for sale. Mostly outside, with limited numbers coming in for tea and cake. Lots of people came and it was lovely to see everyone getting together again.

Trustees met to review and revise many of our policies and procedures. We also spent some time discussing what we wanted from a new worker and starting the recruitment process. Our first round of recruitment did not bring in any suitable candidates, and we had to rethink what we were aiming at. We decided that we needed someone able to spend some of their time focussing on working with the young people on the estate, but in an intergenerational setting.

We were plagued by illness - Hilary our chair had Covid and took a long time to fully recover, and Kate, our worker, was in hospital. Once again trustees and volunteers filled the gaps.

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Trustees' report (continued) for the year ended 31 March 2022

July to September

Our second round of recruitment, based on clearer aims, produced a number of excellent candidates, and we appointed Becky Morgan to start in August. Becky has an art therapy background and experience of working with young people, as well as working in the North Leeds area. She has brought a fresh eye to the project and very quickly became a full part of the team.

We were finally able to start opening more regularly and reliably. However, a number of violent incidents locally led us to review our safety measures. We decided that there should always be at least two responsible people in the hub whenever it was open, either both the workers or a worker with a well established volunteer or a trustee. Both workers also need time when they are not 'on duty' to deal with emails, liaise with other organisations, keep our social media up to date, and so on. This has meant limiting our opening hours slightly. We now run the lunch club on Monday and craft club on Tuesday, which are also drop-in sessions for anyone to call in.

We had another very successful community day, raising over £100, and painting the communication boxes began, brightening up the estate. A Healthy Holidays project in conjunction with Leeds City Council was less successful as we didn't really have enough notice or time for adequate preparation - a lesson learnt!

Becky made contact with schools in the area as a first step towards establishing a youth committee to find out what local young people want.

October to December

With a full team it was so much easier to plan and deliver our sessions and events. As well as our now growing Craft and Lunch clubs, we started running a youth focused session on a Thursday. The idea was to open and for young people in the area to drop in, have a chat and plan what they wanted the session to be. At first it was quite slow, with only a handful of keen young people attending. We did, however, gain the most fantastic volunteer, 16 year old Isha! She has been such a joy to work with, she helps with the younger children and is a great advocate and role model. We have found that mostly younger children (aged 8-11) want to come to these sessions regularly, older teenagers tend to drop in from time to time, but not at a regular set time.

Autumn and winter are always busy here, with Halloween being a particularly busy time in the area, we had a Halloween trick or treat stop off point, with loads of sweets and pumpkin carving, it's always so lovely to see everyone out in the community!

In December we held another jumble sale, got the tree up and had a really lovely, busy day! With Covid rates starting to climb again locally, we had to hold off on our planned Christmas Karaoke party, which was a real shame. It really has been quite frustrating, for us and the community!

Christmas is always busy for us, with quite a few families struggling in lots of complex ways, more so this year than at any other time, with food prices beginning to rapidly increase. We were able to provide donations of food and extra treats for people worrying at Christmas.

January to March

Covid rates were still very high, Becky ended up stranded in London with Covid for a couple of weeks. It has certainly been a very difficult time to manage - getting the balance between staff and community safety and recognising the impact of isolation on the community has been so hard!

After a couple of false starts we opened again in mid January and were over-whelmed by the number of new people who started coming! We can often have between 10-15 people at both Craft and Lunch Club. For some people Lunch Club is the only time they eat with other people, so it is wonderful to be able to provide that.

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Trustees' report (continued) for the year ended 31 March 2022

January to March continued

We seem to have become a place that mental health organisations refer to, with a number of our regulars suffering with various mental health issues. It has been great to see how people gain in confidence, taking part and helping one another. We have tried so hard not to have an 'us and them' mentality, our friendly, open and supportive way of doing things has really helped to build a strong group of friends - staff, volunteers, trustees and the community, we all have so much in common. That being said, it can often be frustrating not to be able to get help for people that are being looked after in a community setting, with mental health crisis teams absolutely stretched. We are open and available, and people come to talk, offload and have company and comfort - occasionally this can be hard, especially if individuals are having a particularly bad day.

We have also noticed people asking for help with food a lot more than when we first opened. With the looming increase in fuel prices, we anticipate that this will increase; lots of people here are very anxious about surviving, especially people with young children.

Our youth group has exploded! We have our maximum of 8 children at the early session, our 8-11 year olds come straight after school, we have toast and fruit and an activity that they pick - we've built dens, had movie night, made edible slime, all sorts! Our older group come later, with 4 or 5 teenagers now coming regularly, they mainly want to talk to each other and to staff, play games, listen to music and have a safe, warm, neutral space to spend time. It's been a huge success, Becky has been such a great appointment.

We feel we have managed to continue helping local people even through the worst of the pandemic. We are recovering well (though rising rates may affect us again) and feel on a firmer footing in our relationship with the community.

Financial review

The net payments for the year were £13,124, including net payments of £479 on unrestricted funds and net payments of £12,645 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £4,538.

The reserves policy of the limited company is to aim to secure sufficient free reserves to enable the charity to secure three month's running costs.

Signed on behalf of the board of trustees on 5/10/2022

Wendy Collins (Trustee)

Lingfield Living Local

Independent examiner's report to the trustees of Lingfield Living Local Charitable Incorporated Organisation ('the CIO')

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022, which are set out on pages 7 to 11.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon Bostrom FCIE

10/1/2023

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Lingfield Living Local

Receipts and payments account

for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants and donations	(2)	802	12,352	13,154	39,395
Sales and fees		1,700	-	1,700	-
Bank interest		11	-	11	6
Total receipts		2,513	12,352	14,865	39,401
Payments					
Salaries, NIC and pensions	(3)	1,867	16,074	17,941	17,912
Payroll charges		-	268	268	295
Sessional Workers		-	1,652	1,652	-
Training		280	-	280	200
Materials and resources		-	1,065	1,065	751
Other direct project costs		129	182	311	218
Food and refreshments		363	487	850	48
Postage and stationery		-	-	-	139
Phone and internet		200	544	744	854
Other administration costs		97	-	97	443
Utilities		32	1,204	1,236	351
Insurance		-	348	348	310
Equipment		-	1,017	1,017	1,233
Bank charges		24	-	24	11
Accountancy		-	395	395	360
Wellbeing		-	1,761	1,761	-
Total payments		2,992	24,997	27,989	23,125
Net receipts / (payments)		(479)	(12,645)	(13,124)	16,276
Fund balances brought forward		5,017	29,409	34,426	18,150
Fund balances carried forward	(4)	4,538	16,764	21,302	34,426

Lingfield Living Local
Statement of assets and liabilities
as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	4,538	16,764	21,302	34,434
Cash in hand	-	-	-	(8)
Total cash funds	<u>4,538</u>	<u>16,764</u>	<u>21,302</u>	<u>34,426</u>

Assets retained for the charity's own use

Basic office equipment including 4 tablet computers, desks etc

Centre equipment including TV, fridge and furniture

Basic kitchen equipment

External shutters

Liabilities

£

Independent examination

360

Insurance

87

447

Approval of the accounts

The financial statements were approved by the board of trustees on 5/10/2022

Wendy Collins (Trustee)

Lingfield Living Local

Notes to the accounts

for the year ended 31 March 2022

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

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Notes to the accounts continued

for the year ended 31 March 2022

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Awards for All	-	9,100	9,100	-
Co-op Local Community Fund	-	3,052	3,052	2,162
Leeds City Council MICE	-	200	200	450
George Martin Trust	-	-	-	3,021
HMRC Coronavirus Job Retention Scheme	-	-	-	2,659
Housing Advisors Programme (HAP)	-	-	-	2,504
Leeds Inspired	-	-	-	2,700
Tudor Trust	-	-	-	25,399
Donations	802	-	802	500
	<u>802</u>	<u>12,352</u>	<u>13,154</u>	<u>39,395</u>

3 Staff costs and numbers	2022 £	2021 £
Gross salaries	17,485	17,516
Pensions	456	396
	<u>17,941</u>	<u>17,912</u>

The average number employees during the year was 1.6, being an average of 0.8 full time equivalent (2021: 1.8, 1 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022 £	2021 £
Costs of the scheme to the charity for the year	456	396

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Tudor Trust	18,833	-	18,833	-	-
LCC HAP	1,723	-	1,230	-	493
LCC MICE	-	200	133	-	67
George Martin Trust	1,991	-	957	-	1,034
Leeds Inspired	2,700	-	1,825	-	875
Tudor (Staff)	2,000	-	1,761	-	239
Co-op	2,162	3,052	258	-	4,956
Awards for All	-	9,100	-	-	9,100
	<u>29,409</u>	<u>12,352</u>	<u>24,997</u>	<u>-</u>	<u>16,764</u>

Lingfield Living Local

Notes to the accounts continued

for the year ended 31 March 2022

4 Restricted funds continued

Fund name	Purpose of restriction
Tudor Trust	Towards salaries and a contribution to overheads. The incoming funds includes HMRC furlough payments.
LCC HAP	For general running of classes/events and materials as well as for Covid safety equipment and improvements to the building.
LCC MICE	Towards craft packs for the community.
George Martin Trust	For adaptations to the building (new windows/shutters).
Leeds Inspired	Towards painting the communication boxes on the estate.
Tudor (Staff)	An additional grant from the Tudor Trust, specifically for staff and trustees, for additional support.
Co-op	For a community fun day / gala which will happen when Covid restrictions allow.
Awards for All	For general running costs.

5 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.