

THE KELSALL PATIENT PARTICIPATION GROUP

England & Wales · Charity number 1184517

Details

Status	Registered
Legal form	CIO
Registered	2019-07-22
Register	View on the Charity Commission register

Contact

Address	Kelsall Wellbeing Hub 7 Green Hill Kelsall Tarporley Cheshire CW6 0SN
Phone	01829751252
Email	info@kelsallwellbeinghub.org.uk
Website	www.kelsallwellbeinghub.org.uk

Activities

Objects: TO RELIEVE SICKNESS AND TO PROMOTE THE GOOD HEALTH OF PATIENTS OF THE KELSALL MEDICAL PRACTICE AND PEOPLE LIVING IN KELSALL, CHESHIRE, AND ADJACENT PARISHES, BY PROVIDING OR ASSISTING IN THE PROVISION OF EQUIPMENT, FACILITIES AND SERVICES NOT NORMALLY PROVIDED BY THE STATUTORY AUTHORITIES.

Activities: Supporting the Kelsall Practice to achieve its health and wellbeing promotion aims by raising funds to implement enhancements to services which cannot be funded by the Statutory Authorities, including but not limited to, buildings, equipment, furniture and fittings, maintenance costs, vehicles, staff, whether permanent, temporary or ad hoc, rental costs, associated operating costs and.

Classification

- **How:** Makes Grants To Organisations, Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People, Elderly/old People, People With Disabilities

Geography

- Cheshire West & Chester

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£57,890	£55,108	-	-
2023-12-31	£66,928	£43,971	-	-
2022-12-31	£106,998	£75,438	-	-
2021-12-31	£47,613	£7,205	-	-
2020-12-31	£143,178	£16,376	-	-

Trustees

Name	Role	Appointed
Barry Patterson		2024-07-23
Chris Spray		2024-03-27
Jennifer Anne Paul		2022-03-15
John Michael Oliver Edwards		2021-02-18
LINDA AHSDOWN		2025-09-21
Louise Anne Parsons		2021-02-18
Richard James Dawson		2024-07-23
VIV COUCHE		2025-09-22

THE KELSALL PATIENT PARTICIPATION GROUP

England & Wales - Charity number 1184517

Accounts

Annual Report & Financial Statements
The Kelsall Patient Participation Group



Report of the Trustees for the year ended date – 31st December 2024

Trustees

Humphrey Claxon

Caroline Stein

Lorraine Hammond (Chairperson)

Louise Parsons

John Edwards

Jen Paul

Chris Spray from 27/3/24

Martin Durrant from 27/3/24

Barry Patterson from 23/7/24

Richard Dawson from 23/7/24

Charity Registration Number – 1184517

Charity Address – Kelsall Wellbeing Hub, 7, Green Hill Road, Kelsall, CW6 0SN

Independent Examiners – Penny Trotman, Vu Ja De Accountancy Ltd

Bankers –

Barclays Bank, Liverpool

HSBC Bank, Chester

Virgin Money

Structure, Governance and Management

The charity is a Charitable Incorporated Organisation (CIO) whose, only voting members are its charity trustees ('Foundation' model constitution).

The overriding purpose of the charity is to improve the health and wellbeing of the people living in Kelsall and the surrounding rural community and to build community systems,

processes, cohesion and resilience. The charity does this by tackling loneliness and the other issues that we have recognised, using people drawn from the community alongside community services and charity professionals.

The main focus for the first phase was to raise funding to build and equip a Wellbeing Hub and adjacent sensory garden. This phase was completed in February 2023. The Wellbeing Hub was opened in March 2023 and immediately provided a drop in café every week day morning run by volunteers and activities/talks were organised for the afternoon sessions.

There are nine Trustees who have staggered re-election to ensure the efficient running of the charity. Trustees can be drawn from the PPG membership and the wider community. In selecting individuals for appointment as charity Trustees, the existing Trustees will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The charity Trustees manage the affairs of the CIO and for that purpose exercise all the powers of the CIO. The powers, full duties and responsibilities of the Trustees are set out in the CIO Constitution.

The Trustees can delegate their powers or functions to a committee or committees, and, if they do, determine the terms and conditions on which the delegation is made. The charity Trustees may at any time alter those terms and conditions or revoke the delegation. Previously there were two sub-committee one for Fundraising and one for Operational matters. It was felt that this produced a lot of repetition and that the charity could run smoothly without them. It is planned with the need to increase fundraising in 2025 to reinstate the Fundraising committee at the beginning of the year.

The Fundraising committee is open to all members of the community. At least one Trustee attends each Fundraising Committee and the Chair of the Committee reports back on its progress to the Board of Trustees every two months.

We employed a full time Manager up until September but financial constraints were causing concern for the long term future of the charity. So, it was decided that we just employ a part time café supervisor and part time administrator to support the charity.

We have 50 volunteers from the community helping with fundraising, running the drop in café, acting as community connectors, tending the garden and supporting activities held in the Hub and other local venues.

Risk Management

The Trustees have considered the major risks to which the charity is exposed and review those risks regularly and have established systems and procedures to manage them.

The major risk is that the funds we have are not capable of delivering a sustainable Hub operation. We manage this risk by careful consideration of the proposed Hub capital and running costs. We are undertaking close analysis of management models and options. This process involves drawing on best practice, professional advice and the experience within the Trustees professional capacity. This process includes discussion with the Kelsall Medical

Centre (as the main NHS health care provider) and other relevant parties including other charity organisations and NHS providers delivering comparable services.

Objectives of the charity for public benefit

The main objective of the charity is to raise money for the operation of a Wellbeing Hub that will provide services that complement the clinical services delivered by the general practitioners. Those activities are about social prescribing, combating loneliness, addressing youth mental health and providing a Community Café to ensure local people of all ages have access to services close to home in a welcoming and safe environment.

The NHS does not cover the costs of building, equipping or operating such a Hub. Therefore, the charity's fundraising is principally for the following:

- Maintenance and running costs of the Hub
- Provision of activities to support our objectives
- Staff, whether permanent, temporary or ad hoc, and associated operating costs.

Reserves Policy

This will be calculated using our annual running costs to ensure that at any time we are able to cover our overheads for a minimum 6 months.

Communications

Engagement with the community and raising awareness of what is going on in the Wellbeing Hub is an essential part of the work of the charity. This is achieved through a dedicated Facebook and Instagram page, our website, posters and through reporting regular updates in key local publications, e.g., KADRAS. (Kelsall and District Rural Amenities Society.) We have shared our experience about the project with other Patient Participation Groups, the Parish Council and with other local groups. We have attended events in other local villages to again raise awareness. A mix of social media and traditional communication has been valuable to ensure all members of the community are kept up to date.

We held a successful Wellbeing event at the same time as the annual flu clinic which allowed us to complete a survey to understand better what the need of the community is. Youth Mental health was high on the list.

We have engaged with other local charities, NHS service providers, local councillors and our MP.

Plans for the Future

In the coming year, the focus will be on continuing to provide activities within the Hub to combat social isolation in the elderly and wellbeing events to benefit all the community. We have started to address youth mental health issues and hope to expand this further next year.

Trustee responsibilities in relation to the financial statement

The Trustees are responsible for preparing the Trustee Report and the financial statements in accordance with applicable law and United Kingdom Trading Standards. The law applicable in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity for that period.

In preparing these financial statements Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principals of the charity SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any departures disclose and explained in the financial statement
- 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 accounting records which disclose with reasonable accuracy the financial position of the charity and enable them to ascertain to ensure that the financial statements comply with the Charity Act 1993, the Charity (Accounts and Reports) Regulations 2008, and the provision of the Trust deed. 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 are responsible for the maintenance and integrity of the charity.

Approved by the Trustees and signed on their behalf by:

Lorraine Hammond

Chair of the Trustees

26th May 2025

Kelsall Patient Participation Group

Charity No. 1184517

Company No. CE018266

Trustees' Report and Unaudited Accounts

31 December 2024

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Kelsall Patient Participation Group

Independent Examiners Report

Independent Examiner's Report to the trustees of Kelsall Patient Participation Group

I report to the charity trustees on my examination of the financial statements of Kelsall Patient Participation Group for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act).

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Vu Ja De Accountancy Limited
Suite 12 & 13
Regents Business Park
129 London Road, Nantwich
Cheshire
CW5 6LW
31 December 2024

Kelsall Patient Participation Group

Notes to the Accounts

for the year ended 31 December 2024

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

Kelsall Patient Participation Group

Notes to the Accounts

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

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

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

Profit and Loss

Kelsall Wellbeing Hub

For the year ended 31 December 2024

	2024	2023
Trading Income		
Cafe Sales	11,424.48	6,673.86
Cost of Goods Sold	(2,919.00)	(1,820.71)
Total Trading Income	8,505.48	4,853.15
Cost of Sales		
Service Providers	9,160.00	-
Total Cost of Sales	9,160.00	-
Gross Profit	(654.52)	4,853.15
Other Income		
Collection Boxes	407.20	389.11
Fundraising Partnerships	669.24	564.00
Gift Aid	-	476.25
Individual Donations	280.15	4,313.95
Interest Income	7.16	7.24
National Lottery Grant recharge	13,467.75	19,131.52
Post natal depression recharge	650.00	-
PPG/Hub Events	14,897.03	11,081.25
Recharge CWAC grant	3,092.50	150.00
Recharge for youth worker	5,325.00	-
Recharge sports england grant	1,170.00	-
Recharge TWMH	920.00	-
Room Hire	1,592.50	1,300.50
Room/activity Costs Recharges	2,485.51	6,212.50
Running Costs Recharged	6,083.23	12,050.77
Target Grant Income	5,593.37	6,398.52
Youth Mental health recharge	1,250.00	-
Total Other Income	57,890.64	62,075.61
Operating Expenses		
Advertising & Marketing	37.85	241.79
Assura Service Charge	297.34	2,400.00
Bank Fees	66.80	85.60
Buildings Insurance	392.76	370.96
Card Charge	161.61	109.14
Cleaning Services	796.62	396.13
Consulting	480.00	-
Depreciation Expense	872.00	1,162.84
Domestic Waste Collection	180.85	116.64
Employers National Insurance	2,409.17	2,326.95
Equipment Replacement	-	360.00

	2024	2023
Facility Management Kimpton	1,130.82	167.99
FUNDRAISING EXPESES	3,729.90	2,604.21
General Equipment	1,681.28	1,293.93
General Expenses	218.55	690.20
General Gardening	27.50	330.00
IT Software and Consumables	1,021.76	185.42
KMC management fee	218.88	143.13
Legal Expenses	-	116.00
Misc. Running Exps	163.20	-
Music Lincence	162.00	-
Pensions Costs	283.30	591.54
Postage, Freight & Courier	-	6.60
Printing & Stationery	225.84	155.84
Repairs & Maintenance	82.58	-
Salaries	37,821.27	27,847.52
Sanitary Disposal	363.33	212.16
Staff expenses	147.80	199.95
Staff Training	102.00	150.00
Telephone/Internet Expenses	1,378.18	885.59
UTILITES	709.37	767.62
Water	(54.14)	54.16
Total Operating Expenses	55,108.42	43,971.91
Net Profit	2,127.70	22,956.85

Balance Sheet

Kelsall Wellbeing Hub As at 31 December 2024

	31 DEC 2024	31 DEC 2023
Assets		
Bank		
Kelsall PPG Barclays	68,358.67	67,385.41
Kelsall PPG HSBC	4,522.85	6,295.42
Kelsall PPG Virgin Acc	38.14	84.36
Total Bank	72,919.66	73,765.19
Current Assets		
Accounts Receivable	44.70	2.50
PETTY CASH HOLDING A/C	70.00	30.00
PRIOR YEAR ADJUSTMENTS	(2,400.00)	-
Total Current Assets	(2,285.30)	32.50
Fixed Assets		
Buildings	105,000.00	105,000.00
Less Accumulated Depreciation on Office Equipment	(168.00)	(96.00)
Less Accumulated Depreciation on Plant and Machinery	(1,866.84)	(1,066.84)
Office Equipment	384.00	384.00
Plant and Machinery	4,267.84	4,267.84
Total Fixed Assets	107,617.00	108,489.00
Total Assets	178,251.36	182,286.69
Liabilities		
Current Liabilities		
Accruals	2,500.32	3,131.97
Income in Advance	5,747.10	3,679.75
PAYE Payable	433.91	2,438.07
Pensions Payable	-	118.21
Total Current Liabilities	8,681.33	9,368.00
Non-current Liabilities		
assura community fund	1,303.88	-
CWAC Grant restricted	907.50	-
Lauras Homes Grant (for Hub Activities)	-	2,447.50
Lauras Homes Grant (Running Costs)	-	6,083.23
Maccarthy Stone Grant	-	38.01
Post natal workshops	-	650.00
TWMH Grant	8,530.00	-
Youth Mental Health	4,990.00	6,240.00
Youth Worker	6,751.00	12,500.00
Total Non-current Liabilities	22,482.38	27,958.74
Total Liabilities	31,163.71	37,326.74

Balance Sheet

	31 DEC 2024	31 DEC 2023
Net Assets	147,087.65	144,959.95
Equity		
Current Year Earnings	2,127.70	22,956.85
Retained Earnings	144,959.95	122,003.10
Total Equity	147,087.65	144,959.95

THE KELSALL PATIENT PARTICIPATION GROUP

England & Wales - Charity number 1184517

Accounts

Annual Report & Financial Statements
The Kelsall Patient Participation Group



Report of the Trustees for the year ended date – December 2023

Trustees

Humphrey Claxon (Chairperson)

Caroline Stein

Alan Bottomley

Lorraine Hammond

Louise Parsons

John Edwards

Jen Paul

Charity Registration Number – 1184517

Charity Address – Kelsall Wellbeing Hub, 7, Green Hill Road, Kelsall, CW6 0SN

Auditors – The accounts were audited by Alan Sensicle, CIPFA

Bankers –

Barclays Bank, Liverpool

HSBC Bank, Chester

Virgin Money

Structure, Governance and Management

The charity is a Charitable Incorporated Organisation (CIO) whose, only voting members are its charity trustees ('Foundation' model constitution).

The overriding purpose of the charity is to improve the health and wellbeing of the people living in Kelsall and the surrounding rural community and to build community systems, processes, cohesion and resilience. The charity does this by tackling loneliness and the other issues that we have recognised, using people drawn from the community alongside community services and charity professionals.

The main focus for the first phase was to raise funding to build and equip a Wellbeing Hub and adjacent sensory garden. This phase was completed in February 2023. The Wellbeing Hub was opened in March 2023 and immediately provided a drop in café every week day morning run by volunteers and activities/talks were organised for the afternoon sessions.

There are seven Trustees who have staggered re-election to ensure the efficient running of the charity. Trustees can be drawn from the PPG membership and the wider community. In selecting individuals for appointment as charity Trustees, the existing Trustees will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The charity Trustees manage the affairs of the CIO and for that purpose exercise all the powers of the CIO. The powers, full duties and responsibilities of the Trustees are set out in the CIO Constitution.

The Trustees can delegate their powers or functions to a committee or committees, and, if they do, determine the terms and conditions on which the delegation is made. The charity Trustees may at any time alter those terms and conditions or revoke the delegation. Currently there are two sub-committee one for Fundraising and one for Operational matters.

The Fundraising committee is open to all members of the community. At least one Trustee attends each Fundraising Committee and the Chair of the Committee reports back on its progress to the Board of Trustees every two months.

The Operational Management committee comprises the Hub Manager and three Trustees. It meets every month and reports back to the Board of Trustees every two months.

We have 50 volunteers from the community helping with fundraising, running the drop in café, acting as community connectors, tending the garden and supporting activities held in the Hub.

Risk Management

The Trustees have considered the major risks to which the charity is exposed and review those risks regularly and have established systems and procedures to manage them.

The major risk is that the funds we have are not capable of delivering a sustainable Hub operation. We manage this risk by careful consideration of the proposed Hub capital and running costs. We are undertaking close analysis of management models and options. This process involves drawing on best practice, professional advice and the experience within the Trustees professional capacity. This process includes discussion with the Kelsall Medical Centre (as the main NHS health care provider) and other relevant parties including other charity organisations and NHS providers delivering comparable services.

Objectives of the charity for public benefit

The main objective of the charity is to raise money for the operation of a Wellbeing Hub that will provide services that complement the clinical services delivered by the general practitioners. Those activities are about social prescribing, combating loneliness, addressing youth mental health and providing a Community Café to ensure local people of all ages have access to services close to home in a welcoming and safe environment.

The NHS will not cover the costs of building, equipping or operating such a Hub. Therefore, the charity's fundraising is principally for the following:

- Maintenance and running costs of the Hub
- Provision of activities to support our objectives
- Staff, whether permanent, temporary or ad hoc, and associated operating costs.

Activity and Financial Review

We finally opened the Hub in spring 2023. Activity within the Hub started immediately because our manager had recruited all the necessary volunteers, created all the policies, organised training for Trustees and volunteers, liaised with other charity groups and service providers so we were fully prepared for opening.

Fundraising has continued to be successful and the Fundraising Committee has raised £11,000 principally through three main events –two Big Quiz Nights, a Christmas Fair with Father Christmas and a cake stall at the folk festival.

We have also continued to raise money from grants which have allowed us to purchase specialist equipment for the Hub and support subsidised activities for the participants. The National Lottery Community grant continues to help us provide a part time Manager.

We have provided 25 different activities since we opened the Hub ranging from brain yoga quiz, memory art class to singing for fun and Tai Chi. We have also collaborated with 12 different third party organisations from Suicide prevention group, Cheshire and West carers group to Healthbox and the Alzheimer's Society.

Reserves Policy

This will be calculated using our annual running costs to ensure that at any time we are able to cover our overheads for a minimum period of one year. These costs are not yet known and as have not been operational for a year yet. The reserves policy will be designed to ensure the charity is able to meet these costs for a minimum of one year once we have all the figures.

Communications

Engagement with the community and raising awareness of what is going on in the Wellbeing Hub is an essential part of the work of the charity. This is achieved through a dedicated Facebook and Instagram page, our website posters and through reporting regular updates in key local publications, e.g., KADRAS. (Kelsall and District Rural Amenities Society.) We have shared our experience about the project with other Patient Participation Groups, the Parish Council and with other local groups. We have attended events in other local villages to again raise awareness. A mix of social media and traditional

communication has been valuable to ensure all members of the community are kept up to date.

Plans for the Future

In the coming year, the focus will be on continuing to provide activities within the Hub to combat social isolation in the elderly and wellbeing events to benefit all the community. We plan to employ a Youth coordinator early in 2024 to help to address youth mental health issues.

Trustee responsibilities in relation to the financial statement

The Trustees are responsible for preparing the Trustee Report and the financial statements in accordance with applicable law and United Kingdom Trading Standards. The law applicable in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity for that period.

In preparing these financial statements Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principals of the charity SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any departures disclose and explained in the financial statement
- 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 accounting records which disclose with reasonable accuracy the financial position of the charity and enable them to ascertain to ensure that the financial statements comply with the Charity Act 1993, the Charity (Accounts and Reports) Regulations 2008, and the provision of the Trust deed. 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 are responsible for the maintenance and integrity of the charity.

Approved by the Trustees and signed on their behalf by:

Lorraine Hammond

Lorraine Hammond

Chair of the Trustees

13th August 2024

Balance Sheet

Kelsall Wellbeing Hub As at 31 December 2023

31 DEC 2023

Fixed Assets

Tangible Assets

Buildings	105,000.00
Office Equipment	384.00
Less Accumulated Depreciation on Office Equipment	(96.00)
Plant and Machinery	4,267.84
Less Accumulated Depreciation on Plant and Machinery	(1,066.84)
Total Tangible Assets	108,489.00

Total Fixed Assets 108,489.00

Current Assets

Cash at bank and in hand

Kelsall PPG Barclays	67,385.41
Kelsall PPG HSBC	6,295.42
Kelsall PPG Virgin Acc	84.36
Total Cash at bank and in hand	73,765.19

Accounts Receivable 2.50

PETTY CASH HOLDING A/C 30.00

Total Current Assets 73,797.69

Creditors: amounts falling due within one year

Accruals	3,131.97
Income in Advance	3,679.75
PAYE Payable	2,438.07
Pensions Payable	118.21
Total Creditors: amounts falling due within one year	9,368.00

Net Current Assets (Liabilities) 64,429.69

Total Assets less Current Liabilities 172,918.69

UNSPENT RESTRICTIVE GRANTS

Lauras Homes Grant (for Hub Activities)	2,447.50
Lauras Homes Grant (Running Costs)	6,083.23
Maccarthy Stone Grant	38.01
Post natal workshops	650.00
Youth Mental Health	6,240.00
Youth Worker	12,500.00
Total UNSPENT RESTRICTIVE GRANTS	27,958.74

Net Assets 144,959.95

Capital and Reserves

Current Year Earnings	22,956.85
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Balance Sheet

31 DEC 2023

Retained Earnings	122,003.10
Total Capital and Reserves	144,959.95

Profit and Loss

Kelsall Wellbeing Hub

For the year ended 31 December 2023

2023

Turnover

Cafe Sales	6,673.86
Cost of Goods Sold	(1,820.71)
Total Turnover	4,853.15

Gross Profit

4,853.15

Administrative Costs

Advertising & Marketing	241.79
Assura Service Charge	2,400.00
Bank Fees	85.60
Card Charge	109.14
Cleaning Services	396.13
Depreciation Expense	1,162.84
Domestic Waste Collection	116.64
Employers National Insurance	2,326.95
Equipment Replacement	360.00
Facility Management Kimpton	167.99
FUNDRAISING EXPESSES	2,604.21
General Equipment	1,293.93
General Expenses	690.20
General Gardening	330.00
IT Software and Consumables	185.42
KMC management fee	143.13
Legal Expenses	116.00
Other Insurances	370.96
Pensions Costs	591.54
Postage, Freight & Courier	6.60
Printing & Stationery	155.84
Salaries	27,847.52
Sanitary Disposal	212.16
Staff expenses	199.95
Staff Training	150.00
Telephone/Internet Expenses	885.59
UTILITES	767.62
Water	54.16
Total Administrative Costs	43,971.91

Operating Profit

(39,118.76)

Other Income

Collection Boxes	389.11
Fundraising Partnerships	564.00

Profit and Loss

	2023
Gift Aid	476.25
Individual Donations	4,313.95
Interest Income	7.24
National Lottery Grant	19,131.52
PPG/Hub Events	11,081.25
Recharge CWAC grant	150.00
Room Hire	1,300.50
Room/activity Costs Recharges	6,212.50
Running Costs Recharged	12,050.77
Target Grant Income	6,398.52
Total Other Income	62,075.61
Profit on Ordinary Activities Before Taxation	22,956.85
Profit after Taxation	22,956.85

Auditors Declaration

- 1. I possess qualifications and experience relevant to the evaluation of the accounts of the Kelsall Patient Participation Group.**
- 2. I have not knowingly included false, misleading, or incomplete information in my certification of the financial accounts and the opinions I have expressed are honestly and reasonably held.**
- 3. I have not knowingly failed to reveal any relevant information or documents to the charity.**
- 4. The certification of the financial records addresses all relevant matters and they are factually correct and give a true and fair view of the state of the charity as at 31st December 2023, and of its incoming resources and the application of these resources for the year ended 31st December 2023.**
- 5. The financial accounts have been properly prepared in accordance United Kingdom Accounting Practice.**

Reg Office: 7 Green Hill Road, Kelsall, CW6 0SN Registered Charity No. 1184517


.....

Alan Sensicle CIPFA

5th August 2024
.....

Dated

THE KELSALL PATIENT PARTICIPATION GROUP

England & Wales - Charity number 1184517

Accounts

Annual Report & Financial Statements
The Kelsall Patient Participation Group



Trustees

Humphrey Claxon
Caroline Stein
Alan Bottomley
Michele Elvin nee Grant
Lorraine Hammond
Steve Ellis
Louise Parsons
John Edwards
Jen Paul

Charity Registration Number – 1184517

Charity Address - 87, Old Coach Road, Kelsall, Tarporley CW6 0RA

Auditors – The accounts were audited by Alan Sensicle, CIPFA,

Bankers – Barclays Bank, Liverpool

HSBC Bank, Chester

Virgin Money

Report of the Trustees for the year ended date – December 2022

Structure, Governance and Management

The charity is a Charitable Incorporated Organisation (CIO) whose only voting members are its charity trustees ('Foundation' model constitution).

The overriding purpose of the charity is to improve the health and wellbeing of the people living in Kelsall and the surrounding rural community and to build community systems, processes, cohesion and resilience. The charity does this by tackling loneliness and the other issues that we have recognised, using people drawn from the community alongside community services and charity professionals.

The main focus in the first phase is to raise funding to create a Wellbeing Hub in the community to deliver those objectives, working through the Kelsall Patients Participation Group (KPPG) and with the doctors and team of the medical practice in the village.

There are four first charity Trustees comprising the Chair of the PPG and the Treasurer who will serve a period of four years before re-election. There are a further two Trustees whose posts will come up for re-election after three years. Staggering re-election ensures the efficient running of the charity. Trustees can be drawn from the PPG membership and the wider community. In selecting individuals for appointment as charity Trustees, the existing Trustees will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

We have welcomed one new Trustees, Jen Paul, for a 3-year term starting 15th February 2022.

During the year two other Trustees retired, Steve Ellis and Michele Elvin nee Grant. Alan Bottomley was extended for a further 3-year term in January 2022.

Apart from the first charity Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity Trustees.

The charity Trustees manage the affairs of the CIO and for that purpose exercise all the powers of the CIO. The powers, full duties and responsibilities of the Trustees are set out in the CIO Constitution.

The Trustees can delegate their powers or functions to a committee or committees, and, if they do, determine the terms and conditions on which the delegation is made. The charity Trustees may at any time alter those terms and conditions or revoke the delegation. Currently there is one sub-committee.

We have established a Fundraising Committee that is responsible for fundraising activity in the community, chaired by a member of the KPPG and reporting back to the KPPG every two months. Membership is open to all members of the community. At least one Trustee attends each Fundraising Committee and the Chair of the Committee reports back on the progress of the Hub development and the PPG.

Volunteers from the community help with fundraising activity overseen by the Fundraising Committee and the Trustees. In the future as the Hub begins to offer services to the community, volunteers will help enable that activity. 60 of the people who responded to a survey to establish interest in the Wellbeing Hub have expressed interest in volunteering once the Hub becomes operational.

Risk Management

The Trustees have considered the major risks to which the charity is exposed and review those risks regularly and have established systems and procedures to manage them.

The major risk is that the funds we grant to develop and manage the Wellbeing Hub do not offer value for money or are not capable of delivering a sustainable Hub operation. We manage this risk by careful consideration of the proposed Hub capital and running costs. We are undertaking close analysis of management models and options. This process involves drawing on best practice, professional advice and the experience within the Trustees professional capacity. This process includes discussion with the Kelsall Medical Centre (as the main NHS health care provider), with developers, and other relevant parties including other charity organisations and NHS providers delivering comparable services which we anticipate for the Hub.

Objectives of the charity for public benefit

The main objective of the charity is to raise money for the construction and operation of a Wellbeing Hub that will provide services that complement the clinical services delivered by the general practitioners. Those activities are about social prescribing and providing a Community Café to ensure local people of all ages have access to services close to home in a welcoming and safe environment.

The NHS will not cover the costs of building, equipping or operating such a Hub. Therefore, the charity's fundraising is principally for the following:

- Buildings, equipment, furniture and fittings, maintenance costs
- Vehicles
- Staff, whether permanent, temporary or ad hoc, and associated operating costs.

Activity and Financial Review

In 2022 the focus has been on building on our community research, raising funds through applying for grants and undertaking local fundraising activity. We are working towards opening in spring 2023. We employed a manager from June 2022 to manage the volunteers, create all the necessary policies, organise training for Trustees and volunteers, liaise with other charity groups and service providers and prepare for opening.

In 2020 bonds were secured to enable the charity to proceed with securing a building. In 2022, the charity has been managing these bonds. Some bond holders have converted their bonds to donations and others have now been repaid when funds allowed. Over half of the original bonds have been converted to donations and the remaining bonds will be refunded or donated early in 2023.

Fundraising has been successful and the Fundraising Committee has raised £15,000 principally through three main events –two Big Quiz Nights, a Christmas Fair with stalls and Father Christmas and a memorial walk. The cost of these events was around £2,000. Importantly, these events provided opportunity for the community to come together in groups safely and to participate in activities together, across all ages at a time when social contact has been particularly needed.

We have also continued to raise money from grants which have allowed us to purchase all the furniture and equipment for the Hub. Following our successful National Lottery Community grant we have employed a part time Manager.

We now have an operational management committee which comprises three trustees and the Hub manager. They meet every six weeks and report back to all the trustees. The construction of the building has been completed and fitted out. The opening date is now anticipated in Spring 2023. Work on the adjacent sensory garden will start early in 2023, this has been sponsored by a Care Community grant and CWAC. (Cheshire West and Chester Council)

Reserves Policy

This will be calculated using our annual running costs to ensure that at any time we are able to cover our overheads for a minimum period of one year. The charity running costs are principally related to the operation of the Hub building. These costs are not yet known and are being assembled at this time. The reserves policy will be designed to ensure the charity is able to meet these costs for a minimum of one year.

Communications

Engagement with the community and raising awareness of the need of the Wellbeing Hub, its ambitions and the services it will provide, is an essential part of the work of the charity. This is achieved through a dedicated Facebook page, a website and through reporting regular updates in key local publications, e.g., KADRAS. (Kelsall and District Rural Amenities Society) and more recently we have set up an Instagram page. We have shared our experience about the project with other Patient Participation Groups, with the Parish Council and with other local groups. Trustees also manage a database of local people who have asked to be kept informed about progress and/or opportunities for volunteering. A mix of social media and traditional comms has been valuable to ensure all members of the community are kept up to date.

Plans for the Future

In the coming year, the focus will be on delivering a successful launch and first year of opening. All the necessary policies have been written and the training of volunteers and trustees has progressed well. Links have been made with future providers of suitable activities.

Grant Awards

Once we are open, we will have a much better chance of successfully applying for grants.

Trustee Responsibilities in relation to the financial statements

The Trustees are responsible for preparing the Trustee Report and the financial statements in accordance with applicable law and United Kingdom Trading Standards. The law applicable in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity for that period.

In preparing these financial statements Trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles of the Charity SORP
- make judgments and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any departures disclose 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 accounting records which disclose with reasonable accuracy the financial position of the charity and enable them to ascertain to ensure that the financial statements comply with the Charity Act 1993, the Charity (Accounts and Reports) Regulations 2008, and the provisions of the Trust deed. 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 are responsible for the maintenance and integrity of the charity and financial information included on the charity's website.

Approved by the Trustees on 10th February 2023 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'H Claxton', written over a horizontal line.

H Claxton

Chair of the Trustees

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2022

Receipts

Item	From 1st January 2022
Donations	20,897.74
Fundraising	14,928.04
Masons Grant	2,500.00
Grant Co-op	2,882.18
Kelsall Parish council CIL	9,000.00
Gift Aid	2,175.03
Grant Cheshire West	414.40
Ashton Hayes Parish council	1,246.00
Tarmac Grant	8,213.37
Storengy Grant	2,500.00
Lottery Grant	20,719.00
Care community Grant	15,470.00
Frazer Homes Grant	3,914.55
Refunds /cash backs	38.26
Other	2,100.00
Total Income	<u>106,998.57</u>

Payments

Item	From 1 st January 2022
Insurance	367.63
CWVA	95.83
Admin & Consultation	2,348.05
Fundraising	2,067.41
Fraser Homes	27,704.55
IT Contracts	227.23
Care Community expended	955.87
Equipment	2,692.64
Tarmac Grant spend	8,213.37
Manager wages/tax/Nl/pension	14,760.37
Bank charges	60.00
Bond repayment cheques	700.00
Others	594.94
Refund of Bonds	14,650.00
<u>Total Expenditure</u>	<u>75,437.89</u>
Operating Surplus 2022	31,560.68
Carried over Operating Surplus 2021	159,001.05
	<u>190,561.73</u>
Current Liabilities	111,743.13
Total Operating Surplus	78,818.60
Less conversion of Bonds	18,550.00
Total	<u>60,268.60</u>

Balance Sheet

As at 31 December 2022

Fixed and Current Assets

Item	
Capital items	0.00
Current Account (Barclays)	145,864.11
Savings Account (HSBC)	26,098.63
Virgin managers account	48.99
Total Assets	172,011.73

Current Liabilities

Item	
Care community monies	6,743.13
Assura Lease	105,000.00
Total Liabilities	<u>111,743.13</u>

Total Net Current Assets **60,268.60**

Notes:

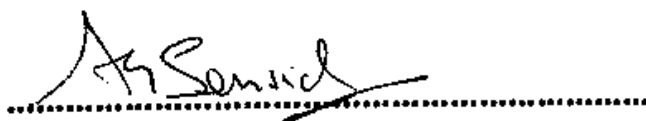
1. During 2022 most of the Bonds have been offered for repayment or converted into donations. So far, this year, £14,650 has been refunded and £18,550 have been converted to a donation. We now have £ 18,800 worth of Bonds remaining which will be offered for repayment or converted to donations early in 2023 once we have opened the Wellbeing Hub.

2. Some of the money we hold has been ring fenced for certain projects such as befriending and youth mental health activities, building a sensory garden and the managers wages.

3. Once a schedule of payment is received from the developers, early 2023, we have a commitment to pay £105,000 towards the 125-year lease for the building.

Auditors Declaration

1. I possess qualifications and experience relevant to the evaluation of the accounts of the Kelsall Patient Participation Group.
2. I have not knowingly included false, misleading, or incomplete information in my certification of the financial accounts and the opinions I have expressed are honestly and reasonably held.
3. I have not knowingly failed to reveal any relevant information or documents to the charity.
4. The certification of the financial records addresses all relevant matters and they are factually correct and give a true and fair view of the state of the charity as at 31st December 2022, and of its incoming resources and the application of these resources for the year ended 31st December 2022.
5. The financial accounts have been properly prepared in accordance United Kingdom Accounting Practice.



Alan Sensicle CIPFA

10th February 2023

Dated



RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2022

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As at 31 December 2022

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Total Net Current Assets **60,268.60**

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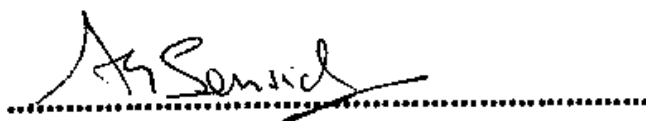
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5. The financial accounts have been properly prepared in accordance United Kingdom Accounting Practice.



Alan Sensicle CIPFA

10th February 2023

Dated

THE KELSALL PATIENT PARTICIPATION GROUP

England & Wales - Charity number 1184517

Accounts

Annual Report & Financial Statements
The Kelsall Patient Participation Group



Trustees

Humphrey Claxon
Caroline Stein
Alan Bottomley
Michele Elvin nee Grant
Lorraine Hammond
Steve Ellis
Louise Parsons
John Edwards

Charity Registration Number – 1184517

Charity Address - 87, Old Coach Road, Kelsall, Tarporley CW6 0RA

Auditors – The accounts were audited by Alan Sensicle, CIPFA,

Bankers – Barclays Bank, Liverpool

HSBC Bank, Chester

Report of the Trustees for the year ended date – December 2021

Structure, Governance and Management

The charity is a Charitable Incorporated Organisation (CIO) whose only voting members are its charity trustees ('Foundation' model constitution).

The overriding purpose of the charity is to improve the health and wellbeing of the people living in Kelsall and the surrounding rural community and to build community systems, processes, cohesion and resilience. The charity does this by tackling loneliness and the other issues that we have recognised, using people drawn from the community alongside community services and charity professionals.

The main focus in the first phase is to raise funding to create a Wellbeing Hub in the community to deliver those objectives, working through the Kelsall Patients Participation Group (KPPG) and with the doctors and team of the medical practice in the village.

There are four first charity Trustees comprising the Chair of the PPG and the Treasurer who will serve a period of four years before re-election. There are a further two Trustees whose posts will come up for re-election after three years. Staggering re-election ensures the efficient running of the charity. Trustees can be drawn from the PPG membership and the wider community. In selecting individuals for appointment as charity Trustees, the existing Trustees will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

We have welcomed four new Trustees for a 3-year term starting 18th February 2021. These are:

Reg Office: 87 Old Coach Road, Kelsall, Tarporley, CW6 0RA Registered Charity No. 1184517
www.kelsallppg.co.uk Email: kelsallppg@gmail.com Facebook: Kelsall Wellbeing Hub

Lorraine Hammond
Louise Parsons
Steve Ellis
John Edwards

Apart from the first charity Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity Trustees.

The charity Trustees manage the affairs of the CIO and for that purpose exercise all the powers of the CIO. The powers, full duties and responsibilities of the Trustees are set out in the CIO Constitution.

The Trustees can delegate their powers or functions to a committee or committees, and, if they do, determine the terms and conditions on which the delegation is made. The charity Trustees may at any time alter those terms and conditions or revoke the delegation. Currently there is one sub-committee.

As we are pre-construction stage, we have established a Fundraising Committee that is responsible for fundraising activity in the community, chaired by a member of the KPPG and reporting back to the KPPG every two months. Membership is open to all members of the community. At least one Trustee attends each Fundraising Committee and the Chair of the Committee reports back on the progress of the Hub development and the PPG. Easing of Covid-19 restrictions meant that the fundraising group were able to reconvene meetings in Spring and fundraising began again earnest in July.

Volunteers from the community help with fundraising activity overseen by the Fundraising Committee and the Trustees. In the future as the Hub begins to offer services to the community, volunteers will help enable that activity. 60 of the people who responded to a survey to establish interest in the Wellbeing Hub have expressed interest in volunteering once the Hub becomes operational.

Ultimately, the Hub building will be managed by a Management Committee which will include at least two Trustees and the lead doctor from the medical practice.

Risk Management

The Trustees have considered the major risks to which the charity is exposed and review those risks regularly and have established systems and procedures to manage them.

The major risk is that the funds we grant to develop and manage the Wellbeing Hub do not offer value for money or are not capable of delivering a sustainable Hub operation. We manage this risk by careful consideration of the proposed Hub capital and running costs. We are undertaking close analysis of management models and options. This process involves drawing on best practice, professional advice and the experience within the Trustees professional capacity. This process includes discussion with the Kelsall Medical Centre (as the main NHS health care provider), with developers, and other relevant parties including other charity organisations and NHS providers delivering comparable services which we anticipate for the Hub.

Objectives of the charity for public benefit

The main objective of the charity is to raise money for the construction and operation of a Wellbeing Hub that will provide services that complement the clinical services delivered by the general practitioners. Those activities are about social prescribing and providing a Community Café to ensure local people of all ages have access to services close to home in a welcoming and safe environment.

The NHS will not cover the costs of building, equipping or operating such a Hub. Therefore, the charity's fundraising is principally for the following:

- Buildings, equipment, furniture and fittings, maintenance costs
- Vehicles
- Staff, whether permanent, temporary or ad hoc, and associated operating costs.

Activity and Financial Review

In 2021 the focus has been on building on our community research, raising funds through applying for grants and undertaking local fundraising activity during the latter part of the year when Covid-19 restrictions were eased. We have also begun to plan the design and discuss the management structure for the Hub operation now that an opening date is known. We have built on our programme of community research.

We invited members of the community to a consultation event on 17 September 2021 at the Kelsall Community Centre. The session ran from 2.00 p.m. to 7.00 p.m. A range of activity tasters were available at set times throughout the afternoon. We offered everyone free tea/coffee and cake. We used different consultation techniques to find out what people need from the Wellbeing Hub. 100 people attended the event. We will use the findings to inform what the Hub will offer.

In addition, we created a short survey providing everyone the opportunity to make any additional comments. The survey was available at the consultation event and a leaflet drop was undertaken across the village with people able to return the leaflet at the local Coop.

In 2020 bonds were secured to enable the charity to proceed with securing a building. In 2021, the charity has been managing these bonds. Some bond holders have converted their bonds to donations and others have now been repaid when funds allowed. In total £11,000 of bonds have been converted to donations.

Despite Covid restrictions, fundraising has been successful and the Fundraising Committee has raised £9,000 principally through three main events –Ferret Racing (an outdoor event with stalls and ferret races managed by an approved organiser), a Big Quiz Night building on the success of this event previously and a Christmas Fair with stalls and Father Christmas. The cost of hosting events is £2,000. Importantly, these events provided opportunity for the community to come together in groups safely and to participate in activities together, across all ages at a time when social contact has been particularly needed.

We have also continued to raise money from grants. In 2021, we have raised £2,500 from the Coop, £3,500 from Trafford Housing and £16,000 from Kelsall Parish Council. We have also set up Gift Aid status in 2020 and have received £4,000 in Gift Aid to date. In addition to converted bonds, we have received £1,000 in donations from individuals. In December 2021, we learnt that we have been successful in securing £44,000 over three years from the National Lottery Community Fund to pay for a part time Manager for the Hub for three years. This will enable us open with a Hub Manager in 2022.

The construction of the building has been slow due to a combination of Covid-19 (staff illness and supplies) and Brexit (supply chains and access to materials). The opening date is now anticipated in late Spring 2022. This has allowed time for the trustees to design the interior of the Hub space and begin to plan operations. Two task and finish teams were set up to move towards the launch date smoothly. These teams were looking at the design & layout and the café operation. Team members were trustees plus a small number of additional people engaged with the Hub, selected for their

particular skills. Their work is now completed and other tasks are being moved forward by individuals and small groups that come together to report back on progress every month.

Reserves Policy

At present we are raising money to build the Hub and moving forward we will need a reserves policy. This will be calculated using our annual running costs to ensure that at any time we are able to cover our overheads for a minimum period of two years. The charity running costs are principally related to the operation of the Hub building. These costs are not yet known and are being assembled at this time. The reserves policy will be designed to ensure the charity is able to meet these building costs for a minimum of two years.

Communications

Engagement with the community and raising awareness of the need of the Wellbeing Hub, its ambitions and the services it will provide, is an essential part of the work of the charity. This is achieved through a dedicated Facebook page, a website and through reporting regular updates in key local publications, e.g. KADRAS. (Kelsall and District Rural Amenities Society) and more recently we have set up an Instagram page. We have shared our experience about the project with other Patient Participation Groups, with the Parish Council and with other local groups. Trustees also manage a database of local people who have asked to be kept informed about progress and/or opportunities for volunteering. A mix of social media and traditional comms has been valuable to ensure all members of the community are kept up to date. Two of the new trustees are leading on communications and the level of communication and the effective use of social media platforms has grown during 2021, providing an important build up year to the opening.

Plans for the Future

In the coming year, the focus will be on delivering a successful launch and first year of opening. This includes launching a Photography Competition in early 2022 to produce works which will be shown in the new Hub, furnishing and equipping the Hub space including fundraising to purchase the equipment, liaising with the Medical Practice on shared operational matters, the recruitment and appointment of the part time Hub Manager and training of volunteers.

We will also be continuing fund raising activity with a view to repaying Bonds as required and funding activities in the Hub.

Grant Awards

There have been no grants awarded this financial year.

Trustee Responsibilities in relation to the financial statements

The Trustees are responsible for preparing the Trustee Report and the financial statements in accordance with applicable law and United Kingdom Trading Standards. The law applicable in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity for that period.

In preparing these financial statements Trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles of the Charity SORP
- make judgments and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any departures disclose 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 accounting records which disclose with reasonable accuracy the financial position of the charity and enable them to ascertain to ensure that the financial statements comply with the Charity Act 1993, the Charity (Accounts and Reports) Regulations 2008, and the provisions of the Trust deed. 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 are responsible for the maintenance and integrity of the charity and financial information included on the charity's website.

Approved by the Trustees on 31st January 2022 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'H Claxton', written over a horizontal line. There are three small dots below the line under the first 'H'.

H Claxton

Chair of the Trustees

RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDED 31 DECEMBER 2021

Income

Item	From 1st January 2021
Donations	1,192.00
Donations Bonds	10,750.00
Fundraising	9,189.30
Grant Trafford Housing	3,500.00
Grant Co-op	2,482.54
Parish council CIL	16,000.00
Gift Aid	4,111.14
Grant Cheshire West	288.00
Other	100.00
Total Income	47,612.98

Expenditure

Item	From 1st January 2021
Foodbank	2,541.00
Indemnity Insurance	163.20
Grant application	480.00
Admin & Consultation	422.13
Fundraising	1,848.87
Total Expenditure	5,455.20
Refund of Bonds	1,750.00
Operating Surplus 2021	40,407.78
Current Liabilities	0.00

Carried over Operating Surplus 2020

129,343.27

Total Operating Surplus	40,407.78
Less conversion of Bonds	10,750.00
Total	<u>159,001.05</u>

Balance Sheet

As at 31 December 2021

Fixed and Current Assets

Item	
Capital items	0.00
Current Account (Barclays)	107,001.05
Savings Account (HSBC)	52,000.00
Total Assets	159,001.05

Current Liabilities

Item	
Food Bank	0
Total Liabilities	<u>0</u>

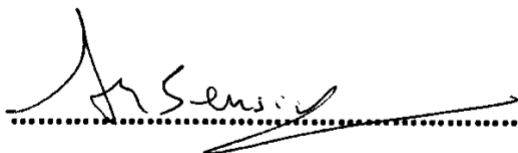
Total Net Current Assets	<u>159,001.05</u>
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Notes:

- 1. During 2021 some of the Bonds have been offered for repayment or converted into donations. So far £1,750 has been refunded and £10,750 have been converted to a donation. We now have £52,000 worth of Bonds remaining which will be offered for repayment or converted to donations as and when we have sufficient funds available.**
- 2. During the forthcoming year grants have been promised worth £20,000. We also have a lottery grant for £44,000 over 3 years to pay for a part time manager.**
- 3. Once a schedule of payment is received from the developers, we have a commitment to pay approximately £130,000 towards the building costs of the Wellbeing Hub. This increase is due to the impact of Covid-19 and general increases in building costs.**

Auditors Declaration

1. I possess qualifications and experience relevant to the evaluation of the accounts of the Kelsall Patient Participation Group.
2. I have not knowingly included false, misleading, or incomplete information in my certification of the financial accounts and the opinions I have expressed are honestly and reasonably held.
3. I have not knowingly failed to reveal any relevant information or documents to the charity.
4. The certification of the financial records addresses all relevant matters and they are factually correct and give a true and fair view of the state of the charity as at 31st December 2021, and of its incoming resources and the application of these resources for the year ended 31st December 2021.
5. The financial accounts have been properly prepared in accordance United Kingdom Accounting Practice.



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Alan Sensicle CIPFA

..... 17th January 2022

Dated

THE KELSALL PATIENT PARTICIPATION GROUP

England & Wales - Charity number 1184517

Accounts

Annual Report & Financial Statements
The Kelsall Patient Participation Group



Trustees

Humphrey Claxon
Caroline Stein
Alan Bottomley
Michele Grant

Charity Registration Number – 1184517

Charity Address - 87, Old Coach Road, Kelsall, Tarporley CW6 0RA

Auditors – The accounts were audited by Alan Sensicle, CIPFA,

Bankers – Barclays Bank, Liverpool

HSBC Bank, Chester

Report of the Trustees for the year ended date - December 2020. The Charities Commission has extended the period for report response due to Covid-19. Therefore, this is the first annual report for the charity and covers the first two years of operation.

Structure, Governance and Management

The charity is a Charitable Incorporated Organisation (CIO) whose only voting members are its charity trustees ('Foundation' model constitution).

The overriding purpose of the charity is to improve the health and wellbeing of the people living in Kelsall and the surrounding rural community and to build community systems, processes, cohesion and resilience. The charity does this by tackling loneliness and the other issues that we have recognised, using people drawn from the community alongside community services and charity professionals.

The main focus in the first phase is to raise funding to create a Wellbeing Hub in the community to deliver those objectives, working through the Kelsall Patients Participation Group (KPPG) and with the doctors and team of the medical practice in the village.

There are four first charity Trustees comprising the Chair of the PPG and the Treasurer who will serve a period of four years before re-election. There are a further two Trustees whose posts will come up for re-election after three years. Staggering re-election ensures the efficient running of the charity. Trustees can be drawn from the PPG membership and the wider community. In selecting individuals for appointment as charity Trustees, the existing Trustees will have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Apart from the first charity Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity Trustees.

The charity Trustees manage the affairs of the CIO and for that purpose exercise all the powers of the CIO. The powers, full duties and responsibilities of the Trustees are set out in the CIO Constitution.

The Trustees can delegate their powers or functions to a committee or committees, and, if they do, determine the terms and conditions on which the delegation is made. The charity Trustees may at any time alter those terms and conditions or revoke the delegation. Currently there is one sub-committee.

As we are pre-construction stage, we have established a Fundraising Committee that is responsible for fundraising activity in the community, chaired by a member of the KPPG and reporting back to the KPPG every two months. Membership is open to all members of the community. At least one Trustee attends each Fundraising Committee and the Chair of the Committee reports back on the progress of the Hub development and the PPG. Due to COVID-19, the activity of this committee has been suspended, though email correspondence continues to ensure good communications.

Volunteers from the community help with fundraising activity overseen by the Fundraising Committee and the Trustees. In the future as the Hub begins to offer services to the community, volunteers will help enable that activity. 40 of the people who responded to a survey to establish interest in the Wellbeing Hub have expressed interest in volunteering once the Hub becomes operational.

Ultimately, the Hub building will be managed by a Management Committee which will include at least two Trustees.

Risk Management

The Trustees have considered the major risks to which the charity is exposed and review those risks regularly and have established systems and procedures to manage them.

The major risk is that the funds we grant to develop and manage the Wellbeing Hub do not offer value for money or are not capable of delivering a sustainable Hub operation. We manage this risk by careful consideration of the proposed Hub capital and running costs. We are undertaking close analysis of management models and options. This process involves drawing on best practice, professional advice and the experience within the Trustees professional capacity. This process includes discussion with the Kelsall Medical Centre (as the main NHS health care provider), with developers, and other relevant parties including other charity organisations and NHS providers delivering comparable services which we anticipate for the Hub.

A specific risk that has emerged in February 2020 is that the Hub building design and management may need to be updated to reflect social distancing requirements brought about by COVID 19, both in the immediate future and longer term. The Trustees are mitigating risk by relooking at the design of the building, the business model and how these may need to be adapted to deliver the charity's objectives. We are drawing on the specific expertise of Trustees and best practice.

Objectives of the charity for public benefit

The main objective of the charity is to raise money for the construction and operation of a Wellbeing Hub that will provide services that complement the clinical services delivered by the general practitioners. Those activities are about social prescribing and providing a Community Café to ensure local people of all ages have access to services close to home in a welcoming and safe environment. The KPPG undertook a survey of all households in Kelsall and surrounding communities to identify the types of services that the community thought were needed and would use. This has helped to shape the priorities for developing the Hub.

The NHS will not cover the costs of building, equipping or operating such a Hub. Therefore, the charity's fundraising is principally for the following:

- Buildings, equipment, furniture and fittings, maintenance costs
- Vehicles
- Staff, whether permanent, temporary or ad hoc, and associated operating costs

- Rental costs.

Activity and Financial Review

In the first two years of operation, the focus has been on raising funds through applying for grants, local fundraising activity, e.g. coffee mornings, quizzes, and through the sale of bonds to individuals and local businesses. The purpose of raising bonds was to enable the charity to proceed with securing a building adjacent to the new medical centre which is being constructed in the village. The construction of the building has been slower than hoped, though work finally commenced on site in August 2020. The Hub shell has been agreed for construction. The charity has raised £73,000 of bonds.

Fund raising activity has been highly successful. Our largest grant has been from Trafford Housing (£14,000). We have received over £16,000 in donations, comprising some larger donations by private individuals and businesses and also smaller amounts and through regular fundraising activity coordinated by the Fundraising Committee which has raised a total of £23,475.

Costs for hosting fundraising events has been kept to a minimum (£4,000).

There has been support in kind from the Coop by providing space for a permanent book sale area in the local store. We have also been successful in becoming one of the two Local Community Funds that Coop members can nominate for 1% of their shopping value to go towards that charity. This status has been renewed for 2021.

This activity and the local events organised by the Fundraising Committee have not only raised funding for the Hub but also played a vital role in raising awareness and building engagement in the local community. Local activities such as quiz nights, dinners and coffee mornings have brought together members of the community, encouraged donations and volunteers and promoted wellbeing through their activity.

All fundraising has been paused since the COVID 19 lockdown.

Trustees have also explored potential partnerships with other charities for the management of the hub operations. To date, trustees have been in conversation with two charities and will continue with this activity in 2021.

Reserves Policy

At present we are raising money to build the Hub and moving forward we will need a reserves policy. This will be calculated using our annual running costs to ensure that at any time we are able to cover our overheads for a minimum period of two years. The charity running costs are principally related to the operation of the Hub building. These costs are not yet known and are being assembled at this time. The reserves policy will be designed to ensure the charity is able to meet these building costs for a minimum of two years.

Communications

Engagement with the community and raising awareness of the need of the Wellbeing Hub, its ambitions and the services it will provide, is an essential part of the work of the charity. This is achieved through a dedicated Facebook page, a website and through reporting regular updates in key local publications, e.g. KADRAS. (Kelsall and District Rural Amenities Society). We have shared our experience about the project with other Patient Participation Groups, with the Parish Council and with other local groups. Trustees also manage a database of local people who have asked to be kept informed about progress and/or opportunities for volunteering.

Plans for the Future

In the coming year, the focus will be to identify the priority services to be offered at the Hub. This will be achieved through consultation and desk research. An Operational Management Committee will be established to lead on this activity. This group will include at least one Trustee. The Trustees envisage that in the next year some trial Wellbeing Hub activities may be rolled out within the Kelsall and wider community. These activities will be developed to reflect current identified wellbeing needs, undertaken in consultation and agreement with the KPPG, in discussion with the Kelsall Medical Centre and with other relevant groups as appropriate. We anticipate a rise in immediate need due to the impact of Covid 19.

We will also be continuing fund raising activity with a view to repaying Bonds if required. This activity and its timing will be influenced by Covid 19 restrictions.

The trustees are looking for additional trustees to increase diversity and broaden the skill set of the Board as the Hub moves from development to operational.

Grant Awards

There have been no grants awarded this financial year. The charity is currently developing the Hub concept and securing sponsorship and donations. In the next 12 months Trustees anticipate awarding a grant (s) for the creation of a Hub building in the village of Kelsall and/or small grants to enable trial Wellbeing Hub activities in existing venues within the village prior to any dedicated physical space for the Hub. The Covid-19 situation will influence the nature and extent of trial activities.

In the first year of operations we have however paid a member of KPPG to attend a grant application course to help the charity improve its effectiveness in this area.

Trustee Responsibilities in relation to the financial statements

The Trustees are responsible for preparing the Trustee Report and the financial statements in accordance with applicable law and United Kingdom Trading Standards. The law applicable in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity for that period.

In preparing these financial statements Trustees are required to:

- select suitable accounting policies and then apply them consistently
- observe the methods and principles of the Charity SORP
- make judgments and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any departures disclose 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 accounting records which disclose with reasonable accuracy the financial position of the charity and enable them to ascertain to ensure that the financial statements comply with the Charity Act 1993, the Charity (Accounts and Reports) Regulations 2008, and the provisions of the Trust deed. 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 are responsible for the maintenance and integrity of the charity and financial information included on the charity's website.

Approved by the Trustees on (date) and signed on their behalf by:

A handwritten signature in black ink, reading "H Claxton". The signature is written in a cursive style and is underlined with a single horizontal line.

H Claxton

Chair of the Trustees



Patient Participation Group



RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2019

Income

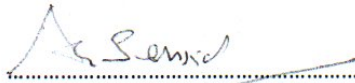
Item	From start Oct 2018
730 Bonds	73,000.00
Donations	16,292.90
Fundraising	23,475.48
Other	494.00
Total Income	113,262.38

Expenditure

Item	From start Oct 2018
Advertising	376.80
Course for grant applications	36.00
Auction	1639.40
Quiz	1388.74
Fashion show	446.24
Cash in Attic	94.20
Artisan Market	163.36
Total Expenditure	4,144.74
Operating Surplus	109,117.64

AUDITORS DECLARATION

1. I possess qualifications and experience relevant to the evaluation of the accounts of the Kelsall Patient Participation Group
2. I have not knowingly included false, misleading, or incomplete information in my certification of the financial accounts and the opinions I have expressed are honestly and reasonably held
3. I have not knowingly failed to reveal any relevant information or documents to the charity
4. The certification of the financial records addresses all relevant matters and they are factually correct and give a true and fair view of the state of the charity as at 31st December 2019, and of its incoming resources and the application of these resources for the year ended 31st December 2019
5. The financial accounts have been properly prepared in accordance with United Kingdom Accounting practice



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Alan Sensicle CIPFA

.....

31st January 2020

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2020

Income

Item	From 1st January 2020
Donations	595.00
Donations Bonds	7,515.00
Fundraising	1,343.98
Grant Trafford Housing	14,000.00
Grant Co-op	2,434.89
Gift Aid	100.21
Food Bank	3,627.00
Total Income	29,916.08

Expenditure

Item	From 1st January 2020
Foodbank	1,086.00
Kelsall Community Hall Hire	54.45
Ferret Racing deposit	50.00
Refund of Bonds	685.00
Total Expenditure	1,875.45
Operating Surplus 2020	28,040.63
Current Liabilities	2,541.00
	25,499.63

Carried over Operating Surplus 2019	109,117.64
Total Operating Surplus	134,617.27
Less conversion of Bonds	7,815.00
Total	126,802.27

Balance Sheet

As at 31 December 2020

Fixed and Current Assets

Item	
Capital items	0.00
Current Account (Barclays)	64,500.00
Savings Account (HSBC)	64,843.27
Total Assets	<u>129,343.27</u>

Current Liabilities

Item	
Food Bank	2,541.00
Total Liabilities	<u>2,541.00</u>

Total Net Current Assets **126,802.27**

Notes:

1. During 2020 some of the Bonds have been offered for repayment or converted into donations. So far £685 has been refunded and £7815 has been converted to a donation. We now have £64,500 worth of Bonds remaining which will be offered for repayment or converted to donations as and when we have sufficient funds available.
2. During the forthcoming year grants have been promised worth £37,000.
3. Once a schedule of payment is received from the developers, we have a commitment to pay approximately £130,000 towards the building costs of the Wellbeing Hub. This increase is due to the impact of Covid-19 and general increases in building costs.
4. The charity is now registered for Gift Aid

Auditors Declaration

1. I possess qualifications and experience relevant to the evaluation of the accounts of the Kelsall Patient Participation Group.
2. I have not knowingly included false, misleading, or incomplete information in my certification of the financial accounts and the opinions I have expressed are honestly and reasonably held.
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5. The financial accounts have been properly prepared in accordance United Kingdom Accounting Practice.



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Alan Sensicle CIPFA

18th January 2021

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Dated