

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 with a long horizontal line extending from the end of the name. There are three small dots below the first 'H'.

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

Balance Sheet

As at 31 December 2019

Fixed and Current Assets

Item	From start of Oct 2018
Capital items	0.00
Current Account (Barclays)	36,117.64
Savings Account (HSBC)	73,000.00
Total Assets	<u>109,117.64</u>

Current Liabilities

Item	From start of Oct 2018
None	0.00
Total Liabilities	<u>0.00</u>

Total Net Current Assets	109,117.64
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Notes:

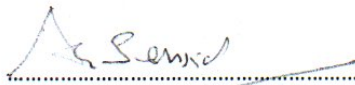
1. In due course some/all of the Bonds need to be offered for repayment or converted into donations.

2. During the forthcoming year grants have been promised, approximately £51,000.

3. Once a schedule of payment is received from the developers we have a commitment to pay approximately £115,000 towards the building costs of the Wellbeing Hub.

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



Alan Sensicle CIPFA

31st January 2020

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2020

Income

Item	From 1 st 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 1 st 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>

<u>Total Net Current Assets</u>	<u>126,802.27</u>
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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.
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 2020, and of its incoming resources and the application of these resources for the year ended 31st December 2020.
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