

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

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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', with a horizontal line underneath.

H Claxton

Chair of the Trustees

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2021

Income

Item	From 1 st 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 1 st 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>

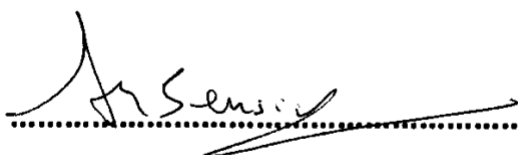
Total Net Current Assets	<u>159,001.05</u>
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Notes:

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

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Dated