

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', with a long horizontal line extending from the end of the signature.

H Claxton

Chair of the Trustees

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2022

Receipts

Item	From 1 st 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	106,998.57

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/NI/pension	14,760.37
Bank charges	60.00
Bond repayment cheques	700.00
Others	594.94
Refund of Bonds	14,650.00
Total Expenditure	<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>

<u>Total Net Current Assets</u>	<u>60,268.60</u>
--	-------------------------

Notes:

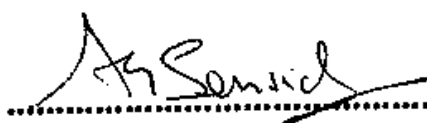
1. During 2022 most of the Bonds have been offered for repayment or converted into donations. So far, this year, £14,650 has been refunded and £18,550 have been converted to a donation. We now have £ 18,800 worth of Bonds remaining which will be offered for repayment or converted to donations early in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

Receipts

Item	From 1 st 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	106,998.57

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/NI/pension	14,760.37
Bank charges	60.00
Bond repayment cheques	700.00
Others	594.94
Refund of Bonds	14,650.00
Total Expenditure	<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>

<u>Total Net Current Assets</u>	<u>60,268.60</u>
--	-------------------------

Notes:

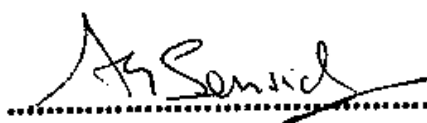
1. During 2022 most of the Bonds have been offered for repayment or converted into donations. So far, this year, £14,650 has been refunded and £18,550 have been converted to a donation. We now have £ 18,800 worth of Bonds remaining which will be offered for repayment or converted to donations early in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