

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 EXPENSES	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
UTILITIES	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

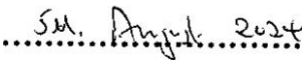
Auditors Declaration

- 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


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Alan Sensicle CIPFA


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Dated