



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** Period start date 01 April 2021 **To**  
Period end date 31 March 2022

**Charity name:** Houghton Regis Community Development Charity

**Charity registration number:** 1186865

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the CIO are:</p> <ol style="list-style-type: none"> <li>1) To further or benefit the residents in and around Houghton Regis, Bedfordshire without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.</li> <li>2) The advancement of the Christian Religion in and around Houghton Regis, Bedfordshire for the benefit of the public, mainly but not exclusively, by Christian outreach activities to enlighten others about the Christian religion</li> </ol>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Securing the establishment of a community centre and co-operating with statutory authorities in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the charities objects. In addition to this, the employment of a Pioneer Community Worker to facilitate the establishing of community within Bidwell West (new development to the North of Houghton Regis).</p>

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.
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**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Graham Seaton was helping advise on the building project and we had pro bono input from the architects firm 'Kirkland Fraser Moore' at the start of the year but this ceased with the onset of Covid. Caroline Fraser also became involved in a reduced role offering advice when required.
Other		

**Achievements and Performance**

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The charity successfully hired a Pioneer Community Worker on a part-time basis who is facilitating community alongside other residents. This has led to the formation of a Community Association which is in the process of registering as a CIO. It continues to grow in presence and effectiveness with the first community meeting seeing around 100 residents attend with representatives from the council and other community groups also in attendance. Since then a management committee of between 8-11 residents have worked together on a number of events and initiatives such as summer family fun days and newsletters.
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	During the financial year the key objective was to support and embed the new community worker while continuing the negotiations with potential stakeholders to advance the building project.
Performance of fundraising activities against objectives set	Para 1.41	The provision of a house on the estate for the community worker was key. Partner organisations supported this purchase which was made available on a rental basis to the charity. The intention had been to secure funding for a full-time post. However, the national health challenges contributed to the withdrawal of one scheme which trustees had anticipated would support. In the end a 0.65 post was achieved. Later in the year applications for further grant support allowed this to move to 0.8 FTE. As the year progressed additional grants were obtained to support the development of community activities.
Investment performance against objectives	Para 1.41	N/A

Other		
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity was able to secure full time funding in this current year which was used to fund the continuing post at 0.65 FTE. As a charity we are currently looking for a temporary building to promote community activity in the coming 12 months.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	NIL
Reasons for holding zero reserves	Para 1.22	As a charity we currently do not hold any reserves due to all income being restricted to fund the Pioneer expenses.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no current uncertainties in regards the charity continuing as a going concern.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Admin Grant South Bedfordshire Methodist Circuit South Bedfordshire Methodist District Grant South Bedfordshire Methodist Circuit Grant Central Baptist Grant HRCC salary grant HR Baptist Church Pioneer Funds
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	<p>The charity has carried out a risk assessment in relation to the construction of the building. This is where the charities largest risks and expenditure exist.</p> <p>Other risks include reputational risks within the community and beyond this we were concerned about how the appointment would run in the context of the health pandemic. As it turned out it provided a great opportunity with residents</p>

		working from home and being present on the estate and being hungry for community.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<ul style="list-style-type: none"> <li>Apart from the first charity trustees, every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees.</li> <li>In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</li> </ul>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Safeguarding training required for new trustees. GDPR compliance required.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity has one Chair. Our treasurer changed during the year. Previously a trustee the role was covered temporarily by an accountant.
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Houghton Regis Community Development Charity
Other name the charity uses	HRCDC
Registered charity number	1186865
Charity's principal address	% Houghton Regis Baptist Church Hammersmith Gardens Houghton Regis Dunstable LU5 5RG



**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	David Skinner			
2	Stephen Copson	Chair		
3	Deborah Hodgson			
4				
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**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Planning and Buildings	Graham Seaton	
Financial	David Hallworth	7 Windsor Close Flitwick MK45 1PT

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information



Declarations

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)	<div>DocuSigned by: <i>David Skinner</i> 36213FA15AA249F...</div>	
Full name(s)	David Skinner	
Position (eg Secretary, Chair, etc)	Chair	
Date	31 January 2023   9:37 PM GMT	

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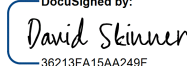
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**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Houghton Regis Community Development Charity

1186865

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2021

To

31/03/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Admin Grant South Bedfordshire Methodist Circuit	-	-	-	-	2,500
South Bedfordshire Methodist District Grant	-	7,000	-	7,000	1,170
South Bedfordshire Methodist Circuit Grant	-	13,590	-	13,590	2,250
Central Baptist Grant	-	12,458	-	12,458	1,917
HRCC salary grant	-	3,000	-	3,000	500
HR Baptist Church Pioneer Funds	-	6,417	-	6,417	500
Baptist Insurance Grant	-	6,000	-	6,000	-
Dagnall Street Baptist Church	-	-	-	-	1,106
Central Beds Council Grant	-	2,000	-	2,000	-
HR Baptist Church Donation	-	500	-	500	-
The neighbourly foundation VM02 Together fund	-	1,000	-	1,000	-
Contribution for Phone & Broadband	-	-	-	-	20
Community Development	-	35	-	35	-
<b>Sub total (Gross income for AR)</b>	-	52,000	-	52,000	9,963
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	-	52,000	-	52,000	9,963
<b>A3 Payments</b>					
H3G	-	103	-	103	17
Chris Beales	-	-	-	-	1,838
Britania Moving Costs	-	-	-	-	930
Tim Haines Salary	-	14,238	-	14,238	891
Tim Haines Expenses	-	577	-	577	164
Pensions	-	4,158	-	4,158	-
National Insurance	-	1,937	-	1,937	-
Methodist Insurance	-	582	-	582	571
Pure Broadband	-	391	-	391	33
Blinds	-	-	-	-	280
Rent - Central Baptist	-	20,250	-	20,250	-
Colosseum Drive water Bills	-	221	-	221	-
CBC Grant Purchases	-	2,438	-	2,438	-
Baptist Regional Ministers Conference fee	-	175	-	175	-
Bidwell west Welcome event	-	400	-	400	-
<b>Sub total</b>	-	45,470	-	45,470	4,723
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	-	45,470	-	45,470	4,723
<b>Net of receipts/(payments)</b>	-	6,530	-	6,530	5,240
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	5,240	-	5,240	-
<b>Cash funds this year end</b>	-	11,770	-	11,770	5,240

# Independent Examiner's Report to the Trustees of Houghton Regis Community Development Charity (Charity No: 1186865)

I report to the Trustees on the accounts of the above Charity for the year ended 31 March 2022.

## Respective Responsibilities of Charity Trustees and Examiner

As the charity's trustees, you are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

## Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

## Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the following requirements have not been met:
  - to keep accounting records in accordance with S. 130 of the 2011 Act; and
  - to prepare accounts which accord with these accounting records; and comply with the accounting requirements of the 2011 Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



James Legg, ACMA  
28 Grasmere Way  
Leighton Buzzard, LU7 2QN  
31 January 2023