



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From** Period start date 01 April 2023  
**To** Period end date 31 March 2024

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

**Charity registration number: 1186865**

## **Objectives and Activities**

|   | SORP<br>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   | 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). |
| 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.  |

#### **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 is helping advise on the building project and we have pro bono input from the architects firm 'Rock Townsend', and law firm, 'Osborne Clarke LLP'. Ali Boulton, consultant, researcher in New Housing Engagement has been a volunteer advisor to the pioneer community worker.<br>Tim Keightley is advising on fundraising<br>Mark Sprigs is advising on community centre good practice, sustainability, and the building project<br>David Hallworth is advising on finances |
| Other  |                |  |

## Achievements and Performance

|   | SORP reference |   |
|---|----------------|---|
| 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      | <p>The charity's work has significantly impacted both the circumstances of its beneficiaries and the wider society. The establishment and growth of the Community Association, led by the Pioneer Community Worker and residents, have fostered a robust community spirit. Key achievements include successful events like summer family fun days which have engaged around 800 residents and included representatives from various community groups. Partnerships with local businesses, such as Amazon, Tesco, Esquires Coffee, The Cod Father, and the establishment of connections with the new care home highlight the charity's role in broadening community engagement beyond residential areas to include business, retail, and social care sectors. This holistic approach has strengthened the community's cohesion and support networks.</p> <p>The charity's vision for building a community center at Bidwell West has progressed significantly. The proposal to Central Bedfordshire Council was unanimously supported, securing over £1 million in funding and land transfer, contingent on a fully costed business plan. Temporary community facilities using converted shipping containers are within storage ready to be installed once the land has been transferred. The charity's faith-driven mission is evident in the emergence of a worshipping community, facilitated by the Pioneer Community Worker in a Community Chaplain role, providing spiritual support and officiating milestone life events. Successful community events, such as Children Easter Egg Hunts, Summer fun days and Christmas Markets, and the formation of various resident-led groups such as a running club and women's social group, have further strengthened community bonds, introduced neighbors, and raised awareness of the charity's initiatives. The charity are regularly engaging with over 3000 residents a month. This multifaceted approach has not only improved the immediate circumstances of residents but also contributed to a more connected and supportive society.</p> |

### 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 Pioneer Community Worker while continuing the negotiations with potential stakeholders to advance the building project. |
|-------------------------------------|-----------|--|

|  |           |   |
|--|-----------|---|
| Performance of fundraising activities against objectives set | Para 1.41 | Due to further funding, we were able to increase the Pioneer Community Worker contract from 0.8FTE to full time. 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  |           |   |

## Financial Review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period              | Para 1.21 | The charity was able to secure additional funding in this current year which was used to fund the continuing post at Full Time. |
| 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<br>South Bedfordshire<br>Methodist District Grant South Bedfordshire<br>Methodist Circuit Grant<br>Central Baptist Grant<br>Baptist Insurance Company Grant<br>HRCC salary grant<br>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 | 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. There is also a risk in the delay in land transfer and building development, which can hinder service provision and project progress. Financial sustainability is a risk as the charity depends on continuous fundraising and economic stability, although we have secured funding for 5 years to employ the pioneer community worker to at least 0.65 time. Maintaining community engagement and strong partnerships with local businesses and stakeholders is essential, while governance and |

|       |  |  |
|-------|--|--|
|       |  | compliance must be rigorously upheld to avoid legal and reputational issues. Operational challenges, including staffing and logistics, along with the need to adapt to changing community needs, pose additional risks. Furthermore, external economic and political factors can impact the charity's ability to operate effectively and secure necessary resources. |
| Other |  |  |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | Constitution   |
| How is the charity constituted?<br>(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, One Secretary and One Treasurer.                |
| 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 | 14 Sedgwick Street<br>Haddenham<br>AYLESBURY<br>Buckinghamshire<br>HP17 8FF |
|                             |   |



Name of the charity trustees who manage the charity.

| Trustee Name    | Office (If Any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|-----------------|-----------------|-----------------------------------|---|
| Harry Beaumont  | Treasurer       |                                   |   |
| Stephen Copson  | Chair           | Retired                           |   |
| Samantha Frey   | Secretary       |                                   |   |
| Patrick Kandeh  |                 |                                   |   |
| Andrew Openshaw | Chair           | Appointed 1 January 2024          |   |
| David Skinner   |                 |                                   |   |

Corporate trustees – names of the directors at the date the report was approved

|               |  |  |
|---------------|--|--|
| Director name |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

Name of trustees holding title to property belonging to the charity

[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 | Windsor Close Flitwick MK45 1PT |
| Buildings              | Mark Spriggs    |                                 |
| Fundraising            | Tim Keightley   |                                 |

### 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)

*Andrew Openshaw*

Full name(s)

Andrew Openshaw

Position (eg  
Secretary, Chair, etc)

Chair

Date

27 Jan 2025

## Receipts and payments accounts

CC16a

For the period  
from

01/04/2023

To

31/03/2024

### Section A Receipts and payments

|   | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|---|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |   |                                     |                                 |                               |
| South Bedfordshire Methodist District Grant           |  | 7,000                                   | -                                   | 7,000                           | 6,996                         |
| South Bedfordshire Methodist Circuit Grant            | -  | 13,582                                  | -                                   | 13,582                          | 13,910                        |
| Central Baptist Grant                                 | -  | 28,213                                  | -                                   | 28,213                          | 19,250                        |
| HRCC salary grant                                     | -  | 3,000                                   | -                                   | 3,000                           | 3,000                         |
| HR Baptist Church Pioneer Funds                       | -  | 5,921                                   | -                                   | 5,921                           | 5,087                         |
| Baptist Insurance Grant                               | -  | 6,000                                   | -                                   | 6,000                           |                               |
| Dagnall Street Baptist Church                         | -  |   | -                                   | -                               |                               |
| Central Beds Council Grant                            | -  |   | -                                   | -                               |                               |
| Donations / Grants                                    |  | 6,075                                   |                                     | 6,075                           | 200                           |
| The neighbourly foundation VM02 Together fund         |  | -                                       |                                     | -                               | 1,000                         |
| Contribution for Phone & Broadband                    |  | -                                       |                                     | -                               | 23                            |
| BWCA  |  | 7,250                                   |                                     | 7,250                           | 1,500                         |
| Pension Refund  |  | -                                       |                                     | -                               | 911                           |
| Community Development                                 |  |   |                                     | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | -  | 77,041                                  | -                                   | 77,041                          | 51,877                        |
| <b>A2 Asset and investment sales, (see table).</b>    |  |   |                                     |                                 |                               |
|   | -  | -                                       | -                                   | -                               |                               |
|   | -  | -                                       | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | -  | -                                       | -                                   | -                               | -                             |
| <b>Total receipts</b>                                 | -  | 77,041                                  | -                                   | 77,041                          | 51,877                        |
| <b>A3 Payments</b>                                    |  |   |                                     |                                 |                               |
| H3G   | -  | 222                                     | -                                   | 222                             | 228                           |
| Tim Haines Salary                                     | -  | 22,639                                  | -                                   | 22,639                          | 17,857                        |
| Tim Haines Expenses                                   | -  | 1,105                                   | -                                   | 1,105                           | 2,716                         |
| Pensions  | -  | 3,085                                   | -                                   | 3,085                           | 6,057                         |
| Tim training and professional development             | -  | 1,000                                   | -                                   | 1,000                           |                               |
| National Insurance                                    | -  | 4,247                                   | -                                   | 4,247                           | 2,783                         |
| Methodist Insurance                                   | -  | 909                                     | -                                   | 909                             | 930                           |
| Pure Broadband  | -  | 401                                     | -                                   | 401                             | 401                           |
| Rent - Central Baptist                                | -  | 16,200                                  | -                                   | 16,200                          | 16,200                        |
| Colosseum Drive water Bills                           | -  | -                                       | -                                   | -                               | 149                           |
| Council Tax   |  | 1,661                                   |                                     | 1,661                           | 3,532                         |
| Travel  |  |   |                                     | -                               | 59                            |
| Website and Design Costs                              |  |   |                                     | -                               | 112                           |
| Sundry expenses                                       | -  | 428                                     | -                                   | 428                             |                               |
| BWCA  | -  | 8,797                                   | -                                   | 8,797                           |                               |
| David Skinner   | -  | 4,420                                   | -                                   | 4,420                           |                               |
| <b>Sub total</b>                                      | -  | 65,114                                  | -                                   | 65,114                          | 51,024                        |
| <b>A4 Asset and investment purchases, (see table)</b> |  |   |                                     |                                 |                               |
|   | -  | -                                       | -                                   | -                               |                               |
|   | -  | -                                       | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | -  | -                                       | -                                   | -                               | -                             |
| <b>Total payments</b>                                 | -  | 65,114                                  | -                                   | 65,114                          | 51,024                        |
| <b>Net of receipts/(payments)</b>                     | -  | 11,928                                  | -                                   | 11,928                          | 853                           |
| <b>A5 Transfers between funds</b>                     | -  | -                                       | -                                   | -                               | -                             |
| <b>A6 Cash funds last year end</b>                    | -  | 12,623                                  | -                                   | 12,623                          | -                             |
| <b>Cash funds this year end</b>                       | -  | 24,550                                  | -                                   | 24,550                          | 853                           |

# Independent Examiners 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 2024.

## 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 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 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:

- 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
- To which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Ryan Parkins, ACCA

16 January 2025