

PUDSEY COMMUNITY PROJECT

England & Wales · Charity number 1191152

Details

Other names PCP

Status Registered

Legal form CIO

Registered 2020-09-04

Register [View on the Charity Commission register](#)

Contact

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Fartown
Pudsey
West Yorkshire
LS28 8LP

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Website www.pudseycommunity.org.uk

Activities

Objects: FOR THE PUBLIC BENEFIT IN PUDSEY AND ITS SURROUNDING AREAS, THE RELIEF OF THOSE IN NEED BY REASON OF AGE, ILL HEALTH, DISABILITY, FINANCIAL HARDSHIP OR SOCIAL DISADVANTAGE BY THE PROVISION OF A RANGE OF SOCIAL AND COMMUNITY ENGAGEMENT SERVICES DELIVERED WITH A CHRISTIAN ETHOS.

Activities: Pudsey Community Project exists to transform Pudsey and its surrounding areas (an area of 20,000 households) with and for the local community, especially for those who are most vulnerable and disadvantaged. We do that through operating Pudsey Foodbank, Pudsey Community Pantry, Reduce Reuse Kids' Clothes, a weekly lunch club and youth and children's provision several times each week.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Disability, The Prevention Or Relief Of Poverty, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Bradford City
- Leeds City

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£219,041	£274,095	-	-
2023-12-31	£203,674	£177,000	-	-
2022-12-31	£68,388	£69,942	-	-
2021-12-31	£142,070	£33,489	-	-

Trustees

Name	Role	Appointed
Emma Louise Douglas	Chair	2020-09-04
Chris John Dunford-Kelk		2020-09-04
Lindsay Emma Wagstaff		2024-06-12
Sophie Roche		2022-09-14

PUDSEY COMMUNITY PROJECT

England & Wales - Charity number 1191152

Accounts

Registered Charity no. 1191152

Pudsey Community Project
Charitable Incorporated Organisation

Trustees Annual Report and Accounts

Year Ended 31st December 2024



Pudsey Community Project

Year Ended 31st December 2024

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Pudsey Community Project

Year Ended 31st December 2024

Legal and Administrative Information

Reference

The Charity is called "Pudsey Community Project". The organisation is registered as a Charitable Incorporated Organisation (CIO) with the Charity Commission for England and Wales and was registered on the 4th of September 2020.

Registered Charity Number	1191152	
Registered Office	Pudsey Community Project Fartown Pudsey LS28 8LP	
Trustees	Emma Louise Douglas Chris Dunford-Kelk Sophie Roche Lindsay Wagstaff Moira Merritt	Chair Appointed 12 June 2024 Resigned 12 June 2024
Primary Bankers	CAF Bank Ltd 25 Kings Hill West Malling, Kent ME19 4JQ	
Independent Examiner	Nigel Wyatt BSC FCA Wyatt & Co Chartered Accountants 125 Main Street Garforth Leeds LS25 1AF	

Pudsey Community Project

Year Ended 31st December 2024

Trustees' Annual Report

The Trustees are pleased to present their Annual Report together with the consolidated financial statements of the charity for the year ending 31 December 2024.

Structure, Governance and Management

Pudsey Community Project is governed by its Constitution, agreed in September 2020 and amended in June 2024.

Trustees are appointed with regard to the skill, knowledge and experience needed for the effective administration of the CIO and appointed for a term of three years by resolution passed at a convened meeting of the charity trustees.

Objectives and Activities

The purposes of the charity are:

For the public benefit in Pudsey and its surrounding areas, the relief of those in need by reason of age, ill health, disability, financial hardship or social disadvantage by the provision of a range of social and community engagement services delivered with a Christian ethos.

We achieve this through a range of services and groups which are delivered to people treated equally on the basis of gender, age, disability, religion, belief, sexual orientation, marital status or race. The Trustees give due consideration to the Charity Commission's published guidance on the Public Benefit required under the Charities Act 2011.

Our primary locality of work is Pudsey and its surrounding areas – effectively the two council wards of Pudsey and Calverley & Farsley (including Pudsey, Calverley, Farsley, Swinnow, Tyersal, Rodley and Woodhall) but Reduce Reuse Kids' Clothes operates wider and welcomes customers from across Leeds Metropolitan Borough Area.

Our vision and service provision is detailed below in our Impact report.

Financial Review

In 2024, we have stabilised our income and expenditure while continuing to significantly grow the charity's operations and developing our team of 9 employees (a mix of full and part-time) and 110 volunteers.

We have been successful in establishing funding streams from donations and grants, which we are very grateful for, that will enable us to continue to operate with confidence, continue to employ much-needed staff to coordinate our amazing volunteers, and to develop the charitable work of the Project, including the many costs of inhabiting our dedicated charity building. We close the financial year with a healthy balance, which will enable continued work as funding streams become more competitive and financial support becomes restricted in the continuing cost-of-living crisis.

The balance held by Pudsey Community Project at the end of the year was:

	31 st December 2024
	£
Restricted Funds	88,424
Unrestricted funds	<u>76,027</u>
Total Funds	164,451

Pudsey Community Project

Year Ended 31st December 2024

Trustees' Annual Report

Reserves Policy

The Trustees have a reserves policy of ideally holding a minimum of three months of running costs (for 2024, this was approx. £67,000), aside from restricted funds. At the end of the year, Pudsey Community Project held just over their ideal reserve in unrestricted funds.

Going Concern

The Trustees of Pudsey Community Project agree that there are no uncertainties about the charity's ability to continue as a going concern at the date of approving the accounts.

Achievement and Performance

Our Vision: Pudsey Community Project exists to transform Pudsey and its surrounding areas (an area of 20,000 households) with and for the local community, especially those who are most vulnerable and disadvantaged.

The following pages give an indication of the exciting work of the Project throughout 2024, as well as some indication of our hopes for 2025 and beyond.



Impact Report

2024



Charity Registration Number 119 1152

Introduction

Pudsey Community Project is a grassroots charity which began in 2020.

We exist to transform Pudsey and its surrounding areas (a reach of 20,000 households) with and for the local community, especially those who are most vulnerable and disadvantaged. In 2024 we had a busy and exciting year for the charity in which we continued to develop our activities both to work to fix what's wrong in the area but also increasingly to see what's strong the local community and to celebrate and amplify it.

Our huge army of committed volunteers (for whom we are grateful each week) has enabled a wide variety of activities which you can read about in this report. Having so many volunteers shows how fun a place PCP can be to work and volunteer, and how many different ways to be involved we have.

In 2024 we have continued to offer a six-day-a-week emergency foodbank capacity but have been pleased to see a continuing shift from those accessing our food aid moving to being supported by our sustainable pantry network model which allows an empowering choice-based food support alongside signposting services.

We still support nearly 500 people each week of the year with food (and we are pleased that we are about to open our third Pantry venue in Farsley in early 2025) but we also offer a well-established web of programmes including the increasingly popular Reduce Reuse Kids' Clothes and an expanded youth and children's work provision.

Numbers at our weekly seniors' lunch club, pantry, youth work and children's clothes sessions have all been consistent and encouraging.

In 2024 we were also able to start our monthly Repair Cafe in February as well as our first Bereavement Support group in October. We offered an extensive programme of support for people seeking employment which saw several people find jobs for the first time or after sickness or crisis. We've even been excited to see how popular our new Little Free Library has been - offering free book lending outside our front door (made and painted by volunteers and staff).

We continued to work with community partners in our locality and across Leeds and were pleased to still be an active part of Leeds Community Anchor Network, including conducting our first Listening Well community listening exercise, which incorporated dozens of interviews and focus groups - this will be an annual exercise that will deepen as we grow in our learning about the community and how we listen deeply and well.

We are proud of how our developing work has been able to impact our local area and we continue to learn how to work well in order to go on making a difference for many years to come.

We hope you enjoy reading some summaries of our 2024 work in this document as well as something of a look ahead to 2025, and we want to thank you for your support.

Pudsey Foodbank

Pudsey foodbank continues to provide emergency food parcels to people in crisis across Pudsey and Calverley/Farsley council wards. We operate across six days, and we can usually deliver food to people within 24 hours. We work alongside other agencies to both receive foodbank referrals and refer people on to further support. Our aim is always to support people to improve their financial situation so that they do not need food parcels in the future. Once we have helped clients out of their emergency situation, if they still need some support we invite them to our pantry for longer term access to low cost food.

In 2024:

We had around 25 volunteers each week, making up and delivering food parcels

We gave out 818 food parcels, supporting 236 households (almost the same as last year)

We supported an average of 68 individuals per month

We referred/signposted clients onto many other organisations including Money Buddies, Green Doctors, and Citizens Advice

We are really grateful for all the support we have received this year from our community, including local schools and businesses.

“You put me in touch with Green Doctors (energy efficiency experts), who came out to my house last week and were phenomenal. Thank you.”



Pudsey Community Pantry

Our pantry continues to support around 100 households a week to access affordable food and toiletries in a way that promotes dignity and control.

“You have reduced my food bill and provided an environment that is open and welcoming. Paying enables me to feel that I am buying rather than being given.”

In 2024:

We had a total of 4832 visits

We supported over 300 households

We saved our customers a combined total of over £96,500 on their food bills.

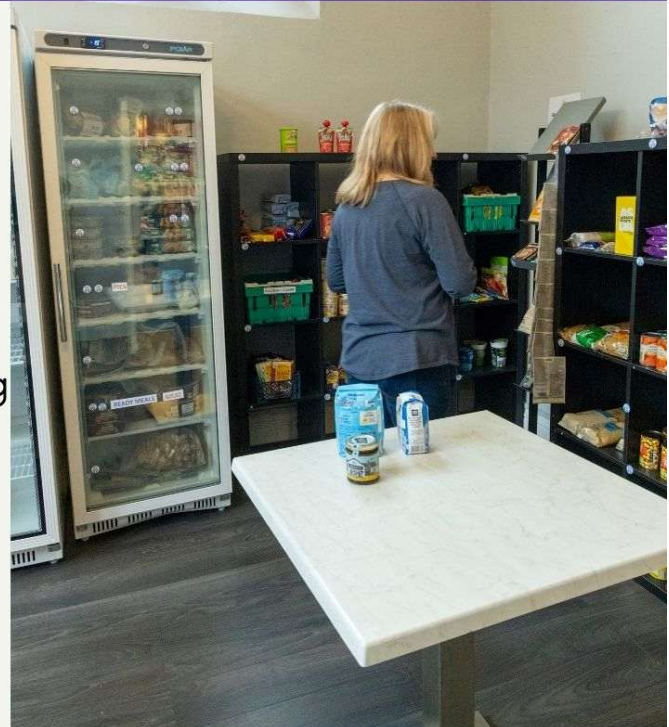
In April we joined the FoodSavers Network, which allows customers to save into a Leeds Credit Union savings account each time they shop, improving financial resilience.

From April - Dec our customers put a total of £2282 into their savings accounts.

Through our pantry we also signpost members to further support, including energy, benefit, budgeting and employment advice.

“You helped me get central heating put into my flat. Thank you.”

In October we launched an extra pantry session at Swinnow Community Centre. This allows many more people to access our pantry who would struggle to get to our building. In January will we be launching at a third location.



“Things have been really difficult recently financially due to poor mental health which has impacted my finances. Accessing the food pantry has been a lifeline to me and my family. Thank you.”

From our survey of pantry customers...

100% said they felt welcomed and treated with respect

89% said coming to the pantry made them less anxious about feeding themselves/their family

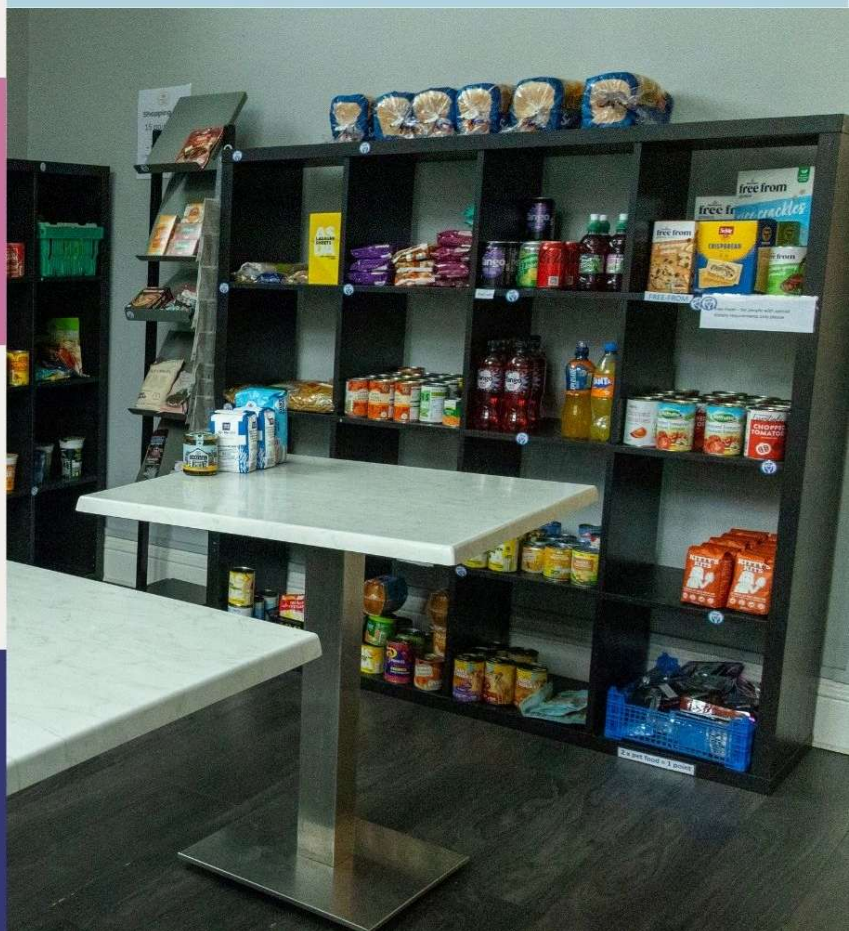
84% said they felt more connected to the local community since coming to the pantry

92% said coming to the pantry has improved their household finances

97% said they were able to access information about other support whilst at the pantry

100% said the pantry offers a good variety of affordable, healthy food

“I have been made welcome and do not feel uncomfortable or embarrassed about attending. Help is offered not only with food but also about what is going on in the community and also a pathway to other resources as needed e.g. budgeting and CV writing. Thank you so much.”



Pudsey Seniors' Lunch Club



“The Seniors’ Lunch Club has made Wednesdays a day to look forward to. A lovely meal, friendly staff, and good companionship for a very reasonable price.”

From our survey of 37 attendees...

Our seniors’ lunch club provides a regular place for older people to socialise and meet others, reducing social isolation.

89% said they felt more socially connected/less isolated since attending the lunch club

We provide a two course meal each Wednesday lunchtime at a subsidised cost.

In 2024:
We had a team of around 12 volunteers cooking and serving lunch each week
We had an average of 28 attendees each week

50% said their physical health had improved because of the lunch club



“I come to meet other people who have been bereaved or live alone. It’s wonderful! A godsend for so many.”

61% said their mental health had improved because of the lunch club

97% said the meals were healthy and nutritious

100% said they felt welcomed and treated with respect

Reduce Reuse Kids' Clothes

Our clothes scheme has been operating since summer 2019 and is the longest running of our projects. The aim is to save people money and help the planet by encouraging people to reuse kids' clothes rather than buy new. We accept donations and redistribute general clothes, coats and shoes for 0-12 year olds plus school uniform for all school ages. All clothes are free with the opportunity for customers to donate money or outgrown clothes if they wish to.

We are open to everyone but also work with local organisations to support vulnerable families by taking referrals or giving them some of our excess clothes. Organisations we have partnered with include Leeds Baby Bank, Meeting Point, Bramley Cluster and Swinnow Community Centre.

In 2024:

We had around 20 volunteers running seven sessions each week, as well as many extra events

We had 2588 visits and gave out 3070 bags of clothes

We have had eight companies spend volunteering days with us sorting donations

We have once again been part of the Leeds School Uniform Exchange and Leeds Winter Coat Appeal, in partnership with Zero Waste Leeds. We have collected and redistributed over 1150 coats this winter.

We have been excited to develop partnerships with local schools and have had visits from seven school councils/eco teams this year. We have been able to show the kids around the project and provide a lesson on sustainability in the fashion industry. The kids have also helped us to sort through some of our clothes donations.



Our environmental impact

The equivalent CO2 saving of driving a car around the world 27 times

7.2 tonnes of fabric given out



And 130 tonnes of CO2

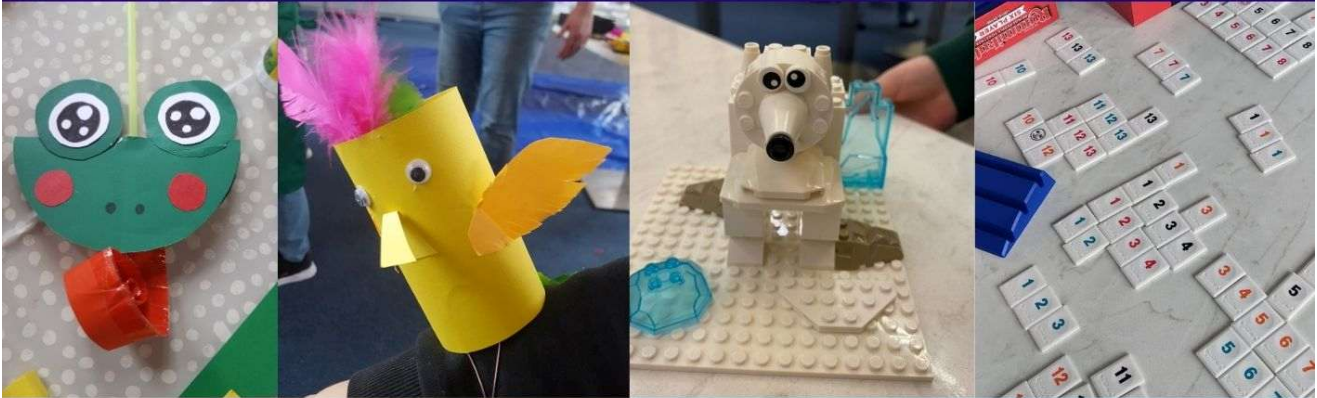
Saving almost 910,000 litres of water



“Knowing I am not wasting clothes and spending unnecessarily is amazing. I love knowing the clothes I have donated are going to be used again... As babies they go through clothes so quickly it feels like you’re spending constantly but using your services massively reduces that cost which then allows us to spend money on other things. I think it’s just fantastic. The way you organise the clothes is fantastic, the staff are so welcoming... I just think you’re fab!”

“Really accessible secondhand kids clothes so I don’t have to buy new and also a great place to donate secondhand clothes where I know they will have the best chance of being re-worn and not end up in landfill. Absolutely amazing - thank you!”

Youth & Children's Work



Our youth work provides a safe, friendly, and nurturing environment for young people to learn, grow and develop social skills whilst having fun!

In 2024:

We had a team of around 20 volunteers and 4 staff running 7 sessions each week as well as holiday clubs

We had around 300 kids attend our youth work with around 75 attending each week

“My son absolutely loves the cooking course, and it has been great for his mental health. He enjoys cooking his recipes for us regularly. He keeps asking when it starts again. He honestly came home from school some Tuesdays not in the best place and came out of cooking club a different kid. It totally relaxed him.”

“Both my children really enjoyed the craft club, they came out of each session buzzing and the crafts they created were amazing, even as a parent I was amazed! The staff did a fantastic job at keeping them entertained by teaching them new crafts techniques.”

In April we hired a Youth Work Lead to oversee and expand our youth work.

In June we launched an Arts & Crafts afterschool club for primary aged children, in response to feedback from successful holiday clubs. We now have afterschool/evening sessions for children aged 4-16, including a Games Cafe, Lego Club and Cookery Courses.

LS28 Repair Cafe

“The Repair Cafe is one of the best things in Pudsey.”

In February we launched our Repair Cafe, as part of the Leeds Repair Cafe network. The aim is to fix items rather than them being thrown away, to save people money, help the environment and build community. Our Repair Cafe is open every fourth Saturday of the month (except August and December) and is run by a team of volunteer fixers and general helpers. All fixes are free but donations towards the running costs are welcome.

In 2024:

We had a team of 9 fixers including electricians, seamstresses and general fixers

We fixed an average of 19 items at each session

Items fixed included hedge trimmers, lawnmowers, a grandmother clock and various items of clothing

We have been thrilled to be able to fix items with great sentimental value, including a CD player a woman used to listen to the CDs of her late husband

We have been very grateful for the community response we have received to this new initiative, both with people volunteering as fixers and people bringing items.



Pudsey Bereavement Support

In October we launched Pudsey Bereavement Support, after community consultation confirmed our recognition that there was little available bereavement support in the area, and that grief and loss (especially after the pandemic) was a significant driver for poor community mental health. As a charity we are here for the most vulnerable in our local community, and know many people struggle with grief from recent or long-past loss.

So as an initial response in the autumn we started a monthly drop-in cafe for those coping with grief and loss. Staffed by experienced and trained volunteers and staff, the Bereavement Cafe is a simple welcoming environment with drinks and cake, and the opportunity to be with others who know loss, and to chat or just be. It's open to anyone who is struggling with grief - whether recent or a long time ago, baby loss or miscarriage, the death of a relative or friend, or something similar.

This simple listening ear group has already demonstrated its need in the community with numbers reaching 15 at one group, and those attending saying they hugely value the lifeline it gives them and the freedom to be open about how they are coping (or not) with loss alongside people who understand and around whom they do not need to modify their language.

We hope to grow the work of Pudsey Bereavement Support as it becomes more established.



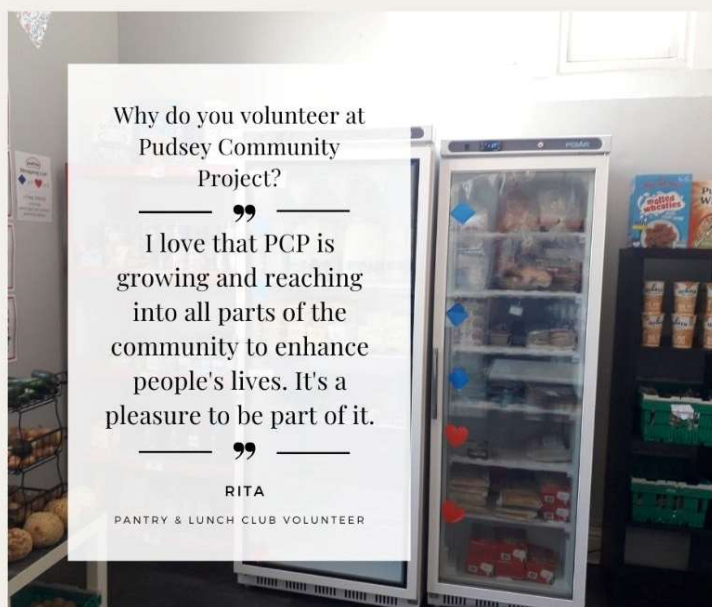
Plans for 2025

As we close the chapter on 2024 we already have begun our plans for 2025, and it's shaping up to be a busy and exciting year.

Having received capital funding we are planning the installation of a new lift (to allow us to properly access and extend to our lower hall) as well as extensive energy efficiency works (insulation, entirely new double glazed windows throughout the building, renewed electrical systems and new LED lights across every room).

We are planning the continued expansion of Reduce Reuse's capacity to provide for families across the city including participating in a schools' climate conference and holding 12 cost of living events in the most deprived priority wards of Leeds.

We will be continuing and developing all the regular work of our many activities - and carrying on listening closely to our community - and in 2025 we will be celebrating our fifth anniversary as a charity, recognising the distance we have all travelled together since the beginning of the covid pandemic.



Pudsey Community Project

Year Ended 31st December 2024

Trustees' Annual Report

Trustees' Responsibilities

The 2011 Charities Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements, the Board is required to:-

- Select suitable accounting policies and apply them consistently.
- Make judgments and estimates that are reasonable and prudent.
- Prepare financial statements on a going concern basis unless it is inappropriate to presume that the trust will continue in existence.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on Behalf of the Trustees



.....
Emma Louise Douglas

Name of Trustee

.....
09/10/2025

Date:

Pudsey Community Project

Year Ended 31st December 2024

Independent Examiners Report

I report to the trustees on my examination of the financial statements of Pudsey Community Project ('the charity') for the year ended 31st December 2024.

Responsibilities and Basis of Report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Nigel Wyatt BSc FCA
Independent Examiner
125 Main Street
Garforth
Leeds
LS25 1AF

Date: 10/10/2025

Pudsey Community Project

Year Ended 31st December 2024

Statement of Financial Activities

		2024		2023	
	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
Income					
Donations and legacies	2	52,321	141,725	194,046	262,147
Charitable activities		22,934	-	22,934	17,186
Other income		2,061	-	2,061	793
Total Income		<u>77,316</u>	<u>141,725</u>	<u>219,041</u>	<u>280,126</u>
Expenditure					
Expenditure on Charitable Activities	3	118,354	155,741	274,095	167,646
Total Expenditure		<u>118,354</u>	<u>155,741</u>	<u>274,095</u>	<u>167,646</u>
Net income / (expenditure)		<u>(41,038)</u>	<u>(14,016)</u>	<u>(55,054)</u>	<u>112,480</u>
Net income and net movement in funds					
Total funds brought forward	11	105,746	113,759	219,505	107,026
Transfers	11	11,319	(11,319)	-	-
Total funds carried forward	11	<u>76,027</u>	<u>88,424</u>	<u>164,451</u>	<u>219,505</u>

All income and expenditure derive from continuing activities.

The statement is a combined Statement of Financial Activities and Income and Expenditure Account for the purposes of meeting both companies act and charity SORP reporting requirements.

Pudsey Community Project

Year Ended 31st December 2024

Statement of Financial Position

	Note	2024 £	2023 £
Fixed assets			
Tangible Fixed Assets	8	12,581	4,702
Current assets			
Debtors	9	26,770	82,162
Cash at bank and in hand		126,691	133,700
		<u>153,461</u>	<u>215,862</u>
Creditors: amounts falling due within one year	10	<u>1,592</u>	<u>1,058</u>
Net current assets		<u>151,869</u>	<u>214,804</u>
Total assets less current liabilities		<u>164,451</u>	<u>219,505</u>
Net assets	12	<u>164,451</u>	<u>219,505</u>
Funds of the charity			
Restricted funds	11	88,424	113,759
Unrestricted funds	11		
Unrestricted General		68,477	95,746
Designated Funds		7,550	10,000
		<u>76,027</u>	<u>105,746</u>
Total charity funds		<u>164,451</u>	<u>219,505</u>

Directors Responsibilities

These financial statements were approved by the board of trustees and authorised for issue :

Name of Trustee:

Emma Louise Douglas

Signed on behalf of the Trustees:

E Louise Douglas

Date of Approval:

09/10/2025

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

Basis of Preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities Financial Reporting Standards applicable in the UK and Republic of Ireland (Charities SORP 2019 FRS 102) and the Charities Act 2011.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Fund Accounting

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or the term of specific appeal, often known as a 'special offering' in the church.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources. It is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

- All donations to the project are included in full, with associated Gift Aid receivable in the Statement of Financial Activities.
- Grants, where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Income resources from charitable trading activities such as the letting of the building are accounted for when invoices are drawn up (as the point of entitlement).
- Donated services and facilities are included at the value to the charity where this can be quantified.
- Gifts in Kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.
- Volunteer time, the value of voluntary support for the work of the project is not included in the accounts but is described in the Trustees' annual report.
- Investment Income is included in the accounts when receivable.

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees' meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Loans Receivable

Loans made by the charity to partner organisations are initially recognised at the amount advanced, which is considered to be fair value. These loans are classified as basic financial instruments under FRS 102 and are subsequently measured at amortised cost, using the effective interest rate method, where applicable.

Where loans are made on interest-free terms or below-market interest rates, no discounting is applied if the impact is not material to the financial statements.

Tangible Fixed Assets

All assets costing more than £1000 are capitalised and at historic cost. Fixed assets are stated at cost less accumulated depreciation. Depreciation is charged on furniture and equipment which is written off on a straight-line basis over the estimated useful life of the asset.

Computer equipment	3 years straight-line
Furniture, fixtures and fittings	5 years straight-line

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

Operating Leases

Rental charges payable under operating leases are charged on a straight-line basis over the terms of the lease.

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

Taxation

The charity is exempt from tax on its charitable activities.

Judgements and Key Sources of Estimation Uncertainty

There have been no significant judgements (apart from those involving estimates) made in the process of preparing the financial statements. There have been no key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

2 Analysis of Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Donations and Legacies			
Clothes	1,143	-	1,143
Donations	39,565	-	39,565
Gift aid	713	-	713
Gift in kind	1,200	-	1,200
Grants	9,700	141,725	151,425
	<u>52,321</u>	<u>141,725</u>	<u>194,046</u>
Charitable Activities			
Charitable activities	10,254	-	10,254
Subscriptions	12,680	-	12,680
	<u>22,934</u>	<u>-</u>	<u>22,934</u>
Other Income			
Interest	884	-	884
Room hire	950	-	950
Other income	227	-	227
	<u>2,061</u>	<u>-</u>	<u>2,061</u>
	<u>77,316</u>	<u>141,725</u>	<u>219,041</u>

Government Grant Income

Pudsey Community Project received £52,079 from Leeds City Council Household Support Fund as a Local Government Grant. The grant was to provide support to vulnerable households in most need of support to help with significantly rising living costs. The grant met immediate needs and helped those struggling to afford energy and water bills, food, and other related essentials. 15% of the grant was allocated to overhead costs. All grant conditions were fulfilled during the year.

Gift in Kind

Pudsey Community Project received roofing work and plastering work as a free service that we would normally have paid for.

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

Analysis of Income cont.

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations and Legacies			
Clothes	1,302	-	1,302
Donations	23,028	1,540	24,568
Gift aid	-	-	-
Grants	3,050	233,227	236,277
	<u>27,380</u>	<u>234,767</u>	<u>262,147</u>
Charitable Activities			
Charitable activities	7,998	-	7,998
Subscriptions	9,188	-	9,188
	<u>17,186</u>	<u>-</u>	<u>17,186</u>
Other Income			
Interest	239	-	239
Room hire	475	-	475
Other income	79	-	79
	<u>793</u>	<u>-</u>	<u>793</u>
	 <u>45,359</u>	 <u>234,767</u>	 <u>280,126</u>

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

3 Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Administration costs	8,458	4,102	12,560
Art club	-	1,826	1,826
Building costs	10,825	10,910	21,735
Communication	547	265	812
Depreciation	3,439	-	3,439
Foodbank and pantry costs	2,123	31,730	33,853
Lunch club	565	3,127	3,692
Other activity running costs	752	-	752
Reduce Reuse	488	-	488
Repair café	570	-	570
Staff salaries	85,785	86,312	172,097
Staff and volunteer related costs	2,953	6,040	8,993
Welcome spaces	-	9,650	9,650
Winter wellbeing	-	999	999
Youth provision	1,849	780	2,629
	118,354	155,741	274,095

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
Administration costs	9,233	-	9,233
Art club	-	-	-
Building costs	18,740	9,273	28,013
Communication	19	-	19
Depreciation	1,175	-	1,175
Foodbank and pantry costs	-	41,613	41,613
Lunch club	850	2,863	3,713
Other activity running costs	-	-	-
Reduce reuse	141	-	141
Repair café	-	-	-
Staff salaries	14,712	63,844	78,556
Staff and volunteer related costs	2,187	387	2,574
Welcome spaces	-	-	-
Winter wellbeing	-	-	-
Youth provision	2,249	360	2,609
	49,306	118,340	167,646

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

4 Volunteers

The charity benefits greatly from the voluntary contributions of time and money by its members and regular attendees. Please refer to the trustee's report for further detail about volunteer contributions in the organisation.

5 Independent Examination Fees

	2024	2023
	£	£
Fees payable to the independent examiner for:		
Independent examination and preparation of the financial statements	1,500	900

6 Staff Costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024	2023
	£	£
Wages and salaries	159,227	77,269
Social security costs	8,464	-
Employer contributions to pension plans	4,406	1,287
	<u>172,097</u>	<u>78,556</u>

The average head count of employees during the year was as follows:

	2024	2023
Average Head Count	9	6

The number of employees that received employee benefits of more than £60,000 during the year was as follows:

	2024	2023
More than £60,000	-	-

Key Management Personnel

The charity considers that the Board of Trustees, the CEO and the Project Manager comprise as the Key Management Personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

The total remuneration that was received by the key management personnel during the year was

	2024	2023
Key management personnel employee benefit	80,424	37,115

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

7 Trustee Remuneration and Expenses

During the year no trustees received remuneration for their services to the charity or as employees.

During the year no trustees (2023: one trustee) incurred out-of-pocket expenses (2023: total expenses £16,528).

During the year the total aggregated donations made to the charity by the trustees was £180 (2023: £420).

8 Tangible Fixed Assets

	Fixtures and fittings £	Total £
Cost		
At 1 January 2024	5,877	5,877
Additions	11,319	11,319
At 31 December 2024	17,196	17,196
Depreciation		
At 1 January 2024	1,175	1,175
Charge for the year	3,439	3,439
At 31 December 2024	4,615	4,615
Net book value		
At 31 December 2024	12,581	12,581
At 1 January 2024	4,702	4,702

9 Debtors

	2024 £	2023 £
Accrued income	25,713	81,060
Prepayments	1,057	1,102
	26,770	82,162

10 Creditors

	2024 £	2023 £
Trade creditors	1,500	1,058
Accruals and deferred income	92	-
	1,592	1,058

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

11 Analysis of Charitable Funds

	1 Jan 2024	Income	Expenditure	Transfers	31 Dec 2024
	£	£	£	£	£
Unrestricted Funds					
General	95,746	77,316	(115,904)	11,319	68,477
Designated Funds					
Building lease and purchase	10,000	-	(2,450)	-	7,550
Total Unrestricted	105,746	77,316	(118,354)	11,319	76,027
Restricted Funds					
100% Digital Leeds	-	1,000	(33)	-	967
Awards for all 2023	1,890	-	(1,890)	-	-
Building repairs and improvement	30,063	-	(7,464)	(1,319)	21,280
Community Organisations cost of living fund	38,189	-	(38,189)	-	-
Director salary	16,582	-	(16,582)	-	-
Groundwork community grant	-	20,000	(12,000)	-	8,000
Hedley Foundation	-	780	(780)	-	-
Household support fund	5,692	52,079	(35,944)	-	21,827
LCAN LCP Project	-	6,000	(6,000)	-	-
LCAN Listening exercise	-	1,750	(1,750)	-	-
LCF Stay well this winter	-	3,000	(3,000)	-	-
Lift installation	-	10,000	-	(10,000)	-
Lower hall trustees fund	10,000	-	-	-	10,000
Lunch club	561	1,816	(2,377)	-	-
McCarthy Christmas lunch clubs	-	750	(750)	-	-
Mentoring scheme	-	10,000	(6,000)	-	4,000
Mohn Westlake grant	4,216	-	(4,216)	-	-
OneStop grant	-	1,000	(1,000)	-	-
Scurrah Wainwright grant	-	4,000	(4,000)	-	-
Sir George Martin Trust fund	-	3,000	(3,000)	-	-
Swinnow Pantry set up	1,116	-	(1,116)	-	-
UKSPF Cost of Living Events	-	21,000	-	-	21,000
Welcome space coordination	5,450	5,550	(9,650)	-	1,350
Total Restricted	113,759	141,725	(155,741)	(11,319)	88,424
Total Funds	219,505	219,041	(274,095)	-	164,451

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

Analysis of Charitable Funds Cont.

	1 Jan 2023	Income	Expenditure	Transfers	31 Dec 2023
	£	£	£	£	£
Unrestricted Funds					
General	105,777	45,359	(49,306)	(6,084)	95,746
Designated Funds					
Building lease and purchase	-	-	-	10,000	10,000
Total Unrestricted	105,777	45,359	(49,306)	3,916	105,746
Restricted Funds					
Awards for All 2023	-	9,950	(8,060)	-	1,890
Building repairs and improvements	-	32,640	(2,577)	-	30,063
Community Organisations cost of living fund	-	75,000	(36,811)	-	38,189
Director salary	-	16,956	(374)	-	16,582
Household support fund	-	53,800	(48,108)	-	5,692
Locality 2023	-	10,000	(10,000)	-	-
Lower hall trustees fund	-	10,000	-	-	10,000
Lunch Club	68	3,356	(2,863)	-	561
Mohn Westlake grant	-	4,216	-	-	4,216
Sainsbury's helping everyone eat better	-	3,000	(3,000)	-	-
Sir George Martin Trust fund	1,181	-	-	(1,181)	-
Swinnow Pantry set up	-	1,116	-	-	1,116
Volition 2023	-	750	(750)	-	-
Welcome Space coordination	-	5,450	-	-	5,450
WY Mayor youth activities 2023	-	7,668	(4,933)	(2,735)	-
Youth activities	-	865	(865)	-	-
Total Restricted	1,249	234,767	(118,340)	(3,916)	113,759
Total Funds	107,026	280,126	(167,646)	-	219,505

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

Fund Transfers

2024

Lift installation In 2024 a grant was awarded to install a lift for disabled access. The lift is held as an asset, once purchased the value has been transferred to the general fund while being depreciated.

Sir George Martin Trust fund In 2024 this fund helped support the purchase of a dishwasher. The value of the asset has been transferred to the general fund as it is held in the general while being depreciated.

2023

Building repairs and improvements Funds set aside for continuity of future building occupancy

Sir George Martin Trust fund In 2023 this fund helped support the cost of a kitchen upgrade. The value of assets purchased by the fund have been transferred to the general fund as they are held in the general while being depreciated.

WY Mayor youth activities 2023 In 2023 this fund helped support the cost of a kitchen upgrade. The value of assets purchased by the fund have been transferred to the general fund as they are held in the general while being depreciated.

Fund Descriptions

Building lease and purchase Funding set aside for continuity of future building occupancy

Restricted Funds

100% Digital Leeds Grant given to embed digital inclusion across the charity's work

Awards for All 2023 Grant given for Reduce Reuse Kids' Clothes activities

Building repairs and improvements Funding for development of the building for use

Community Organisations Cost of Living Fund Grant funding from The National Lottery for all activities

Director salary Funding for the Director's salary

Groundwork community grant Grant given to support a project helping develop skills and employability for people far from employment

Hedley Foundation Funds given towards food supplies for a cookery skills course for disadvantaged teens

Household Support Fund Local council funding to provide support to vulnerable households in most need of support to help with significantly rising living costs. This funding was used to support the work of the Pudsey Community Pantry.

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

LCAN LCP Project	Leeds Community Anchor Network gave funds to improve visibility and involvement of the third sector within West Leeds LCP and promote good partnership working, support of the Reduce Reuse Kids Clothes project.
LCAN Listening exercise	Leeds Community Anchor Network gave funds to support a City-wide Listening Exercise to hear from local communities about what's important to them.
LCF Stay well this winter	Leeds Community Foundation
Lift installation	Grant awarded for the installation of a disabled access lift
Locality 2023	Funding from Locality for signposting/ food work
Lower Hall Trustees Fund	Funding for the capital works to develop the building's Lower Hall for use.
Lunch Club	Grant funded by Public Health Leeds through Leeds Community Foundation to support the running of a warm space, providing hot drinks and company.
McCarthy Christmas lunch clubs	Grant given to support the cost of Christmas Meals
Mentoring scheme	Grant given to pioneer mentoring support for young people in year 6 and high school
Mohn Westlake grant	Grant given to provide children's and youth arts activities
OneStop grant	Grant given for the work of Pudsey Foodbank
Sainsbury's helping everyone eat better	Funding for food support activities
Scurrah Wainwright grant	Grant given to support Signposting work
Sir George Martin Trust	Grant given for the salary costs of the clothes coordinator role and upgrades to the kitchen facilities.
Swinnow Pantry set up	Grant given to buy equipment for the set up of Swinnow Pantry.
UKSPF Cost of Living Events	Grant to amplify the work of Reduce Reuse Kids' Clothes across the city of Leeds with 12 events in the 6 most deprived city wards
Volition 2023	Grant given for HEPA filters
Welcome Space coordination	Grant given by WYCA via VAL to coordinate and provide Welcome (Warm) Spaces for the area
WY Mayor youth activities fund	Grant given from Safer Communities fund for youthwork to prevent antisocial behaviour
Youth activities	Funding given for youth and children's work

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

12 Analysis of Net Assets Between Funds

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Fixed assets	12,581	-	12,581
Current assets	65,037	88,424	153,461
Creditors less than 1 year	(1,592)	-	(1,592)
	<u>76,027</u>	<u>88,424</u>	<u>164,451</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
Fixed Assets	4,702	-	4,702
Current Assets	102,103	113,759	215,862
Creditors less than 1 year	(1,058)	-	(1,058)
	<u>105,746</u>	<u>113,759</u>	<u>219,505</u>

13 Related Party Transactions

During the year the charity has received £2,000 (2023: £44,640) from Pudsey Parish Church (Charity number 1134156). Pudsey Parish Church and Pudsey Community Project are related parties due to having mutual trustees: Chris Dunford-Kelk, and Louise Douglas.

Pudsey Community Project holds a lease agreement for the rent of the Pudsey Community Project Building at £500/ month rent. During the year £6,000 (2023: £10,000) was paid to Pudsey Parish church in rent. There were no outstanding balances at the end of the year.

Pudsey Parish Church was awarded part of the Welcome Space onward grants and received £750 for the church to create a welcome space.

14 Operating Lease

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2024	2023
No later than 1 year	6,000	6,000
Later than 1 year but less than 5 years	24,000	24,000
Later than 5 years	82,000	88,000
	<u>112,000</u>	<u>118,000</u>

The operating lease is held for the charity's building premises.

Pudsey Community Project

Year Ended 31st December 2024

Notes to the Financial Statements

15 Prior Year Adjustment

Due to Pudsey Community Project increasing in income these accounts have been prepared in accordance with the Charities SORP guidelines. 2023 accounting figures have been adjusted to apply accrual accounting.

Statement of Financial Activities	2023	
	Original figures	2023 Restated figures
	Total Funds	Total Funds
Income	£	£
Donations and Legacies	185,695	262,147
Other Income	17,979	17,979
Total Income	<u>203,674</u>	<u>280,126</u>
Expenditure		
Expenditure on Charitable Activities	177,000	167,646
Total Expenditure	<u>177,000</u>	<u>167,646</u>
Net Income / (Expenditure)	<u>26,674</u>	<u>112,480</u>
Net Income and Net Movement in Funds		
Total funds brought forward	107,026	107,026
Transfers	-	-
Total Funds Carried Forward	<u>133,700</u>	<u>219,505</u>

PUDSEY COMMUNITY PROJECT

England & Wales - Charity number 1191152

Accounts

Registered Charity no. 1191152

Pudsey Community Project
Charitable Incorporated Organisation

Trustees Annual Report and Accounts

Year Ended 31st December 2023



Pudsey Community Project

Year Ended 31st December 2023

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Pudsey Community Project

Year Ended 31st December 2023

Legal and Administrative Information

Reference

The Charity is called "Pudsey Community Project". The organisation is registered as a Charitable Incorporated Organisation (CIO) with the Charity Commission for England and Wales and was registered on the 4th September 2020.

Registered Charity Number	1191152	
Registered Office	Pudsey Community Project Fartown Pudsey LS28 8LP	
Trustees	Emma Louise Douglas Chris Dunford-Kelk Moira Merritt Sophie Roche Malgorzata Szlachetko Rev Richard Dimery	Chair Resigned 20/02/23 Resigned 12/10/23
Primary Bankers	CAF Bank Ltd 25 Kings Hill West Mailing, Kent ME19 4JQ	
Independent Examiner	Nigel Wyatt BSC FCA Wyatt & Co Chartered Accountants 125 Main Street Garforth Leeds LS25 1AF	

Pudsey Community Project

Year Ended 31st December 2023

Trustees Annual Report

The Trustees are pleased to present their Annual Report together with the financial statements of the charity for the year ending 31 December 2023.

Objectives and Activities

The purposes of the charity are:

For the public benefit in Pudsey and its surrounding areas, the relief of those in need by reason of age, ill health, disability, financial hardship or social disadvantage by the provision of a range of social and community engagement services delivered with a Christian ethos.

We achieve this through a range of services and groups which are delivered to people treated equally on the basis of gender, age, disability, religion, belief, sexual orientation, marital status or race.

Our primary locality of work is Pudsey and its surrounding areas – effectively the two council wards of Pudsey and Calverley & Farsley (including Pudsey, Calverley, Farsley, Swinnow, Tyersal, Rodley and Woodhall) but Reduce Reuse Kids' Clothes operates wider and welcomes customers from across Leeds Metropolitan Borough Area.

Our vision and service provision is detailed below.

Financial Review:

In 2023 we have been able to stabilise our income and expenditure while significantly growing the charity's operations and developing to having 8 employees (a mix of full and part-time) and 112 volunteers by the end of the year.

We have been successful in establishing funding streams from donations and grants which we are grateful for that will enable us to continue to operate with confidence, continue to employ much-needed staff to coordinate our amazing volunteers, and develop the charitable work of the Project including the many costs of inhabiting our dedicated charity building. The total income for the Project has been £203,674 of which £156,767 was restricted funds. The Project spent £177,000 during the year leaving an end-of-year surplus of £26,674.

We close the financial year with a healthy balance of £94,940 in unrestricted funds and £38,760 in restricted funds. This will enable continued work as funding streams become more competitive and financial support becomes restricted in the continuing cost of living crisis. Towards the end of 2023, we employed our first Director (CEO) with a key role of increasing grant funding for the charity's operations.

Reserves Policy

The Trustees have a reserves policy of ideally requiring a minimum of three months of running costs, aside from restricted funds. Based upon expenditure in 2023 and employment costs in Dec 2023, three months' running costs would be between £35,000 - £55,000. The Trustees are stratified they currently hold more than this target level in reserves.

Pudsey Community Project

Year Ended 31st December 2023

Trustees Annual Report

Achievement and Performance

Our Vision:

Pudsey Community Project exists to transform Pudsey and its surrounding areas (an area of 20,000 households) with and for the local community, especially those who are most vulnerable and disadvantaged.

The following pages give an indication of the exciting work of the Project throughout 2023, as well as some indication of our hopes for 2024 and beyond.

Pudsey Community Project

Year Ended 31st December 2023

Trustees Annual Report

“I love that PCP is growing and reaching into all parts of the community to enhance people’s lives. It’s a pleasure to be part of it.”

Introduction

Pudsey Community Project exists to transform the local area - Pudsey, Calverley, Farsley, Rodley, Woodhall, Tyersal and Swinnow - with and for the local community, especially those who are most vulnerable and disadvantaged.

2023 has been an exciting year which has seen Pudsey Community Project further established in the local community; more able to respond to local need, and more able to provide a range of activities with and for the local community which make the locality stronger and more caring.

From the year before, where the majority of our work was solely through our foodbank, now we are providing both a continuing food support provision for the local area (feeding 400-500 people each week) but also a well-established web of programmes including the increasingly popular Reduce Reuse Kids’ Clothes and an expanded youth and children’s work provision. Numbers at our seniors’ lunch club, pantry, youth work and children’s clothes have all grown - but our food parcel numbers have dropped slightly from last year - good news as it shows the success of Pudsey Community Pantry in providing a more sustainable means of providing food support with more dignity, control and choice than emergency food aid can give.



Highly Commended for ‘Environmental Achievement of the Year’ at the Leeds Compassionate City Awards

By the end of 2023 our active volunteer numbers hit 100, and we are hugely grateful for all the wonderful people who ensure all our work happens each week. Having so many volunteers shows how fun a place PCP is to work, and how many different ways of being involved we have. The growth in use of Reduce Reuse shows a shifting culture from buying new kids’ clothes to choosing to reuse, and making a real impact on carbon footprint while saving local families thousands of pounds - an example of our holistic work making real differences.

We hope you enjoy reading some summaries of our 2023 work and a look ahead to 2024, and thank you for your support.

Pudsey Community Project

Year Ended 31st December 2023

Trustees Annual Report

Pudsey Foodbank

“ Without the help of the Foodbank in the past and now the pantry, we would find it difficult to get through the week.

”

- 817 food parcels distributed (down from 935 in 2022)
- 204 households supported, with households receiving an average of 4 food parcels over the year
- 81 individuals supported per month on average



Our foodbank continues to provide up to four weeks of emergency food parcels to people in crisis across Pudsey and Calverley/Farsley council wards. We have around 35 volunteers involved in making up food parcels, delivering food parcels and collecting donations. We operate across six days, and we can usually provide food to people within 24 hours. We are continuing to reduce reliance on our foodbank by signposting people to other support - financial support such as benefit/energy advice and longer term food support through our community pantry. Clients can self refer and we also receive referrals from a wide range of

“ [PCP has] absolutely changed our lives, we have used the foodbank, pantry and clothes. We know that we will never go without.

”



organisations such as Children’s Centres, schools, housing officers and Leeds City Council.

In October we appointed a full time Signposting & Food Coordinator to further develop our signposting work and relationships with other relevant organisations. Our aim is always to support people to improve their financial situation so that they do not need food parcels in the future.

In the summer we started a fruitful partnership with the Trussell Trust to see how we could collaborate. After a few months of working together the partnership came to an end with the Trussell Trust stepping back in the area we cover and instead referring people to us.

Next year we hope to have more clients coming to our foodbank in person which will improve our ability to effectively signpost them to other support.

Pudsey Community Project

Year Ended 31st December 2023

Trustees Annual Report



Pudsey Community Pantry

- 4501 pantry visits
 - 321 households supported
 - 829 individuals supported
 - 375 visits on average each month, compared to 164 in 2022
- 

Our community pantry is designed to provide long term sustainable access to low cost food for people who are struggling with the cost of living. Members pay £4 each time they shop and choose around £21 worth of food, saving approximately £800 a year.

Our customers have said they enjoy coming to the pantry as it is a sociable experience and using it has led to an improvement in their physical and mental health.

We launched a Saturday session in February and are now open four times a week. We have 22 volunteers, some of whom are also pantry members. Our pantry has continued to get busier throughout the year and since November we have had to cap memberships at 200 (which means around 100 households attending each week). We now have a short waiting list and lapse members who have not attended for two months, to allow new members to join.

We continue to provide a friendly space for people to have a drink and chat while they wait to shop, and we also use this time to signpost people to other relevant organisations for support, for example with benefit advice. We have also had other organisations visit our pantry to provide on the spot advice - this includes staff from Pudsey Children's Centre, Yorkshire Water, DIAL Leeds and Dogs Trust.

“ It has made a big difference to our home. It has made life a lot easier than before. I wish to help out when I am older. (child of a pantry member) ”

Towards the end of the year we began looking into joining the Food Savers Network, which allows customers to save into a Leeds Credit Union savings account each time they shop. We have done a consultation with members and feedback was very positive.

“ The pantry has really helped to reduce my food bills. It is especially helpful for expensive items like coffee, tea, cheese and tuna and it's great getting vegetables in small quantities to bulk up meals. It means I can afford to buy my kids an ice cream at the park or take them to the cinema now and again as I'm not counting every penny until the end of the month. ”

Pudsey Community Project

Year Ended 31st December 2023

Trustees Annual Report

Reduce Reuse Kids' Clothes

- 3061 bags of clothes given out (compared to 1800 in 2022)
- 283 kids receiving clothes each month (compared to 182 in 2022)
- 800 winter coats distributed (Oct-Dec)



Our environmental impact:

6 tonnes of fabric given out

Saving 106 tonnes of CO2

And 741,491 litres of water

The equivalent of driving around the world 22 times!



“ I do not remember the last time we had to go into a shop and buy a new item of clothing. My son is nearly 4 years old and is growing up to learn that clothes should be reused to cause less waste and help the environment. He comes with me and chooses his clothes and hats and even got himself a pair of 'magic' walking boots that make him run fast! ”

Our Kids' Clothes provision aims to save people money and help the planet by reducing fabric waste and encouraging people to reuse clothes instead of buying new. We accept donations and redistribute general clothes, coats and shoes for 0-12yr olds plus school uniform for all school ages. All clothes are free with the opportunity for customers to donate money or outgrown clothes if they wish to.

We now have a team of 20 volunteers running seven sessions a week during term time, plus a Saturday afternoon event each month. This year we launched extra browsing sessions alongside our community pantry on Wednesday evenings and Saturday mornings. This has made our clothes provision accessible to more people and it is well used by those we are also supporting with food.

We have an active Facebook page where we advertise some seasonal items and people often message us with requests for bags to be made up including requests from other community professionals such as Children's Nurses, Families workers and Pudsey Children's Centre supporting vulnerable families.

We continue to work with The Leeds Uniform Exchange run by Zero Waste Leeds, running uniform stalls at the Leeds Breeze Events and participating in the Winter Coat Appeal. We use events such as the Pudsey Carnival and fairs at Pudsey Parish Church to raise the profile of PCP and give out kids' clothes.

Following the growth of our clothes scheme during 2023 we increased the hours of our Clothes Provision Coordinator to ensure we can continue to meet demand.

“ The clothes scheme has saved me so much money on school uniform. Has made a massive difference. Also made me feel happy and looked after! It's an incredible service, thank you so much. Takes away some stress and worry around money. Also great for the environment. ”

Pudsey Community Project

Year Ended 31st December 2023

Trustees Annual Report

Youth work

- over 100 children attended our youth work Sep-Dec
- 25 children attended our cooking course Sep-Dec
- expanded to 6 sessions of youth work a week



“ My daughter enjoys the youth groups, she's met new friends & enjoys the independence ”

At the start of 2023 we were running three sessions of youth work a week and by the end of the year this had expanded to six:

- Games Cafe
- Lego Club
- Cooking (two sessions)
- Youth Club (two sessions)

In February we recruited three sessional youth workers to share responsibility of all our sessions and coordinate our team of 20 volunteers. In March we launched our youth cookery course for kids in school years 7-11, aiming to teach basic cooking skills. We began by running one course over each half term and expanded to two courses in October due to popularity. We also opened the course up to kids in year six, following feedback from parents.

In November we launched an after school Lego Club for primary school aged kids, which has been popular from the start.

This year we also completed the Scope Inclusive Activity Award, showing our commitment to best practice and the inclusion of kids with additional needs across all our youth work. The award enables us to access ongoing training and support to improve our service.

“ My son has enjoyed the cookery group, where he has learnt to cook using different recipes and socialised with other children and adults. ”



Pudsey Community Project

Year Ended 31st December 2023

Trustees Annual Report

Pudsey Seniors' Lunch Club



“ The seniors' lunch club is fabulous value for money and a really friendly helpful bunch of staff make you feel welcome. Thank you to all. ”

- 1633 meals served
 - 33 attendees on average each week
 - approximately 130 attendees over the year
- 

Our seniors' lunch club aims to reduce social isolation among older people. It is run by a team of eight volunteers and we provide a two course meal and tea/coffee for £4. By the end of the year we had 35-40 people attending each week. It has been great to see new friendships form among our regular attendees and we know the sociable atmosphere is appreciated by attendees and volunteers alike.

“ [My parents] come regularly and really enjoy it. They are both elderly and are not able to get out as much as they would like and so to be in good company and have a chat is invaluable as well as the excellent food. ”

In October we completely renovated our kitchen to make it more professional and easier to cater for a large number of people. We managed to complete the work in a week thanks to an amazing volunteer team working long hours to make sure we were ready for the next lunch club!



Pudsey Community Project

Year Ended 31st December 2023

Trustees Annual Report

Plans for 2024

We are thrilled with the current range of programmes we offer - foodbank, pantry, youth and children's work, lunch club and children's clothes scheme. But in 2024 we will be continuing to expand the ways in which we support and empower the local community:

We are appointing a **Youthwork Lead** role to supervise, develop and expand our youth and children's work.

We are joining the **FoodSavers** network so our Community Pantry will allow users to save each week via Leeds Credit Union, so becoming more resilient against unexpected bills.

We are opening the **LS28 Repair Cafe** in February, running on a monthly Saturday, and aiming to fix what has been broken rather than encourage a throwaway culture. After that we will launch an online **Library of Things** to encourage borrowing rather than buying for everyday items used much less than every day (e.g. strimmers, wallpaper steamers).

In summer we begin our twice-yearly **Listening Project**, part of a Leeds-wide community listening exercise, to ensure we are continually aware of the locality's voice.

We will start the large-scale **redevelopment of our lower hall**, a programme including a new lift, windows, heating, flooring, lighting and more, in order to double our usable space. After that we will relaunch **Pudsey Community Cinema** and increase our schools work.

We also plan to develop our mental health support work by running a regular **Bereavement Cafe** and starting a **Mentoring Scheme** for Year 6 and high school students.

Through all of this we aim to work with and for the local community, transforming our locality, especially for those most vulnerable and disadvantaged. We hope you can join us in that aim. Thank you.

Pudsey Community Project

Year Ended 31st December 2023


Trustees Annual Report

Trustees' Responsibilities

The 2011 Charities Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the charity at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:

- Select suitable accounting policies and apply them consistently.
- Make judgments and estimates that are reasonable and prudent.
- Prepare financial statements on a going concern basis unless it is inappropriate to presume that the trust will continue in existence.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on Behalf of the Trustees	 Emma Louise Douglas
Name of Trustee 07/10/2024
Date of Approval

Pudsey Community Project

Year Ended 31st December 2023

Independent Examiners Report

I report to the trustees on my examination of the financial statements of Pudsey Community Project ('the charity') for the year ended 31st December 2023.

Responsibilities and Basis of Report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

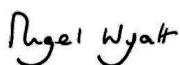
Independent Examiner's Statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Nigel Wyatt BSC FCA
Independent Examiner
125 Main Street
Garforth
Leeds
LS25 1AF

Date: 08/10/2024

Pudsey Community Project

Year Ended 31st December 2023

Statement of Receipts and Payments

		2023		2022
	Note	Unrestricted Funds	Restricted Funds	Total Funds
		£	£	£
Receipts				
Donations and legacies		25,928	159,767	185,695
Other income		17,979	-	17,979
Transfer of charitable activities		-	-	-
Total Receipts	2	43,907	159,767	203,674
Payments				
Payments on charitable activities	3	54,744	122,256	177,000
Total Payments		54,744	122,256	177,000
Net Receipts / (payments)		(10,837)	37,511	26,674
Net Movement in Funds (Cash)				
Total funds (cash) brought forward		105,777	1,249	107,026
Transfers		-	-	-
Total Funds (Cash) Carried Forward	7	94,940	38,760	133,700
Funds Represented By				
General (unrestricted)		94,940	-	94,940
Restricted funds		-	38,760	38,760
	7	94,940	38,760	133,700

Signed on Behalf of the Trustees

E Louise Douglas

Emma Louise Douglas

Name of Trustee

07/10/2024

Date of Approval

Pudsey Community Project

Year Ended 31st December 2023

Statement of Assets and Liabilities

As the accounts are prepared on a cash basis, there is no formal Balance Sheet or Statement of Financial Position. Instead, a statement of assets and liabilities is outlined giving an indication of the charity's assets at the year end.

	2023	2022
	£	£
Current Assets		
Cash at Bank and petty cash	133,700	107,026
	<u>133,700</u>	<u>107,026</u>

Pudsey Community Project

Year Ended 31st December 2023

Notes to the Financial Statements

Basis of Preparation

The financial statements have been prepared on a cash basis when receipts and payments take place through the bank account or petty cash.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Fund Accounting

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or the term of specific appeal, often known as a 'special offering' in the charity.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources and the money has been paid.

Resources Expended

Expenditure is recognised on a cash basis when payments have been made through the bank account or by petty cash.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees' meetings and cost of any legal advice to trustees on governance or constitutional matters.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

Operating Leases

Rental charges payable under operating leases are charged on a straight-line basis over the terms of the lease.

Taxation

The charity is exempt from tax on its charitable activities.

Pudsey Community Project

Year Ended 31st December 2023

Notes to the Financial Statements

2 Analysis of Receipts

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Donations and Legacies			
Clothes	1,302	-	1,302
Donations	21,576	1,540	23,116
Gift aid	-	-	-
Grants	3,050	158,227	161,277
	<hr/>	<hr/>	<hr/>
	25,928	159,767	185,695
Other Income			
Charitable activities	7,998	-	7,998
Interest	239	-	239
Room hire	475	-	475
Subscriptions	9,188	-	9,188
Other income	79	-	79
	<hr/>	<hr/>	<hr/>
	17,979	-	17,979
Transfer of Charitable Activities			
Transfer of charitable activities	-	-	-
	<hr/>	<hr/>	<hr/>
	-	-	-
Total Income	<hr/>	<hr/>	<hr/>
	43,907	159,767	203,674

Pudsey Community Project

Year Ended 31st December 2023

Notes to the Financial Statements

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations and Legacies			
Clothes	-	-	-
Donations	31,584	-	31,584
Gift aid	-	-	-
Grants	308	19,556	19,864
	<u>31,892</u>	<u>19,556</u>	<u>51,448</u>
Other Income			
Charitable activities	1,383	-	1,383
Interest	107	-	107
Room hire	450	-	450
Subscriptions	-	-	-
	<u>1,940</u>	<u>-</u>	<u>1,940</u>
Transfer of Charitable Activities			
Transfer of charitable activities	15,000	-	15,000
	<u>15,000</u>	<u>-</u>	<u>15,000</u>
Total Income	<u>48,832</u>	<u>19,556</u>	<u>68,388</u>

3 Payments on Charitable Activities by Fund Type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Administration costs	9,277	-	9,277
Building costs	23,348	13,189	36,537
Communication	19	-	19
Community pantry	-	41,613	41,613
Foodbank costs	-	-	-
Lunch club	2,811	2,863	5,674
Reduce reuse	141	-	141
Staff Salaries	14,712	63,844	78,556
Staff and volunteer related costs	2,187	387	2,574
Youth provision	2,249	360	2,609
	<u>54,744</u>	<u>122,256</u>	<u>177,000</u>

Pudsey Community Project

Year Ended 31st December 2023

Notes to the Financial Statements

Payments on Charitable Activities by Fund Type cont.

	Unrestricted Funds	Restricted Funds	Total Funds 2022
	£	£	£
Administration costs	9,222	-	9,222
Building costs	7,610	69	7,679
Communication	657	-	657
Community pantry	-	12,142	12,142
Foodbank costs	706	-	706
Lunch club	-	1,488	1,488
Reduce reuse	-	-	-
Staff salaries	28,547	7,975	36,522
Staff and volunteer related costs	964	-	964
Youth provision	562	-	562
	<u>48,268</u>	<u>21,674</u>	<u>69,942</u>

4 Independent Examination Fees

Fees payable to the independent examiner for:	2023	2022
	£	£
Independent examination and preparation of the financial statements	900	767

5 Staff Costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	77,269	35,179
Social security costs	-	-
Employer contributions to pension plans	1,287	824
	<u>78,556</u>	<u>36,003</u>

The average head count of employees during the year was as follows:

	2023	2021
Average Head Count	6	3

No employees received employee benefits of more than £60,000 during the year.

Pudsey Community Project

Year Ended 31st December 2023

Notes to the Financial Statements

6 Trustee Remuneration and Expenses

During the year no trustees received remuneration for their services to the charity or as employees.

In February 2023 Malgorzata Szlachetko resigned her position as trustee and took up employment with Pudsey Community Project in March 2023.

In November 2023 Rev Richard Dimery resigned his position as trustee and took employment with Pusey Community Project.

During the year one trustee, R Dimery, incurred out-of-pocket expenses totalling £16,528 (2021: £12,409) which were incurred for the day-to-day running of the charity's activities. The types of expenditure included travel costs and reimbursed purchasing for charitable activities.

Pudsey Community Project

Year Ended 31st December 2023

Notes to the Financial Statements

7 Analysis of Charitable Funds

	1 Jan 2023	Income	Expenditure	Transfers	31 Dec 2023
	£	£	£	£	£
Unrestricted Funds					
General	105,777	43,907	(54,744)	(10,000)	84,940
Designated Funds					
Building lease and purchase	-	-	-	10,000	10,000
Total Unrestricted	105,777	43,907	(54,744)	-	94,940
Restricted Funds					
Awards for All 2023	-	9,950	(8,060)	-	1,890
Building repairs and improvements	-	32,640	(2,577)	-	30,063
Community Organisations cost of living fund	-	-	(36,811)	-	(36,811)
Director salary	-	16,956	(374)	-	16,582
Household support fund	-	53,800	(48,108)	-	5,692
Locality 2023	-	10,000	(10,000)	-	-
Lower hall trustees fund	-	10,000	-	-	10,000
Lunch Club	68	3,356	(2,863)	-	561
Mohn Westlake grant	-	4,216	-	-	4,216
Sainbury's helping everyone eat better	-	3,000	(3,000)	-	-
Sir George Martin Trust fund	1,181	-	(1,181)	-	-
Swinnow Pantry set up	-	1,116	-	-	1,116
Volition 2023	-	750	(750)	-	-
Welcome Space coordination	-	5,450	-	-	5,450
WY Mayor youth activities 2023	-	7,668	(7,668)	-	-
Youth activities	-	865	(864)	-	1
Total Restricted	1,249	159,767	(122,256)	-	38,760
Total Funds	107,026	203,674	(177,000)	-	133,700

Pudsey Community Project

Year Ended 31st December 2023

Notes to the Financial Statements

Analysis of Charitable Funds Cont.

	1 Jan 2022	Income	Expenditure	Transfers	31 Dec 2022
	£	£	£	£	£
Unrestricted Funds					
General	48,949	48,832	(48,268)	56,265	105,777
Total Unrestricted	48,949	48,832	(48,268)	56,265	105,777
Restricted Funds					
Household support fund	-	10,500	(13,867)	3,367	-
Leeds Community Foundation	-	5,000	(5,000)	-	-
Leeds Council covid-19 hub grant	59,632	-	-	(59,632)	-
Lunch club	-	1,556	(1,488)	-	68
Sir George Martin Trust	-	2,500	(1,319)	-	1,181
Total Restricted	59,632	19,556	21,674	56,265	1,249
Total Funds	108,581	68,388	(69,942)	-	107,026

Funds in Deficit

Community Organisations Cost of Living Fund

A grant of £75,000 was awarded to Pudsey Community project from The National Lottery. The grant was agreed upon December 2023 and received in February 2024 with retrospective funding for services during 2023.

Fund Transfers

2023

Building repairs and improvements

Funds set aside for continuity of future building occupancy

2022

Leeds Council covid-19 hub grant

These funds were unrestricted by the grant giver, Leeds City Council, at the end of the grant period (31st March 2022).

Household support fund

General funds were transferred to support the costs of the Household support project.

Pudsey Community Project

Year Ended 31st December 2023

Notes to the Financial Statements

Fund Descriptions

Designated

Building lease and purchase Funding set aside for continuity of future building occupancy

Restricted Funds

Awards for All 2023 Grant given for Reduce Reuse Kids' Clothes activities

Building repairs and improvements Funding for development of the building for use

Community Organisations cost of living fund Grant funding from The National Lottery for all activities

Director salary Funding for the Director's salary

Household support fund Funds to support the work of the Pudsey Community Pantry.

Leeds Community Foundation Funding from the Leeds Community Foundation's Harnessing the Power of Communities programme for resources towards the running of the foodbank.

Leeds Council Covid-19 hub grant Funds from Leeds City Council to fund a local covid-19 hub in the local areas of Calverley, Farsley and Pudsey.

Locality 2023 Funding from Locality for signposting/ food work

Lower hall trustees fund Funding for the capital works to develop the building's Lower Hall for use.

Lunch Club Grant funded by Public Health Leeds through Leeds Community Foundation to support the running of a warm space, providing hot drinks and company.

Mohn Westlake grant Grant given to provide children's and youth arts activities

Sainsbury's helping everyone eat better Funding for food support activities

Sir George Martin Trust Grant given for the salary costs of the clothes coordinator role and upgrades to the kitchen facilities.

Swinnow Pantry set up Grant given to buy equipment for the set up of Swinnow Pantry

Volition 2023 Grant given for HEPA filters

Welcome Space coordination Grant given by WYCA via VAL to coordinate and provide Welcome (Warm) Spaces for the area

WY Mayor youth activities fund Grant given from Safer Communities fund for youthwork to prevent antisocial behaviour

Pudsey Community Project

Year Ended 31st December 2023

Notes to the Financial Statements

Youth activities

Funding given for youth and children's work

8 Related Party Transactions

During the year the charity has received £44,640 (2022: £16,900) from Pudsey Parish Church (Charity number 1134156). Pudsey Parish Church and Pudsey Community Project are related parties due to having mutual trustees: Chris Dunford-Kelk, Louise Douglas and Richard Dimery.

£42,640 was donated to Pudsey Community Project for the repair and maintenance of the Pudsey Community Project Building and the Lower Hall (previously known as Struthers Memorial Chapel or Fartown building). The Pudsey Community Project charity took on the management of the repairs and maintenance to the building.

The further £2,000 was an unrestricted donation given from Pudsey Parish Church.

Pudsey Community Project holds a lease agreement for the rent of the Pudsey Community Project Building at £500/ month rent. During the year £10,000 was paid to Pusey Parish church in rent.

Sarah Dimery, a close relative of Richard Dimery, received remuneration as an employee of the charity. The total remuneration received during the year including pension contributions was £10,020. Richard Dimery resigned his position as trustee in November 2023.

PUDSEY COMMUNITY PROJECT

England & Wales - Charity number 1191152

Accounts

Registered Charity no. 1191152

Pudsey Community Project
Charitable Incorporated Organisation

Trustees Annual Report and Accounts

Year Ended 31st December 2022



Pudsey Community Project

Year Ended 31st December 2022

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Pudsey Community Project

Year Ended 31st December 2022

Legal and Administrative Information

Reference

The Charity is called "Pudsey Community Project". The organisation is registered as a Charitable Incorporated Organisation (CIO) with the Charity Commission for England and Wales and was registered on the 4th September 2020.

Registered Charity Number	1191152	
Registered Office	Pudsey Community Project Fartown Pudsey LS28 8LP	
Trustees	Rev Richard Dimery Chris Dunford-Kelk Emma Louise Douglas Moira Merritt Sophie Roche Malgorzata Szlachetko Eric Hudson	Appointed 24/05/22 Appointed 14/09/22 Appointed 14/09/22 Resigned 20/02/23 Resigned 09/05/22
Primary Bankers	CAF Bank Ltd 25 Kings Hill West Mailing, Kent ME19 4JQ	
Independent Examiner	Nigel Wyatt BSC FCA Wyatt & Co Chartered Accountants 125 Main Street Garforth Leeds LS25 1AF	

Pudsey Community Project

Year Ended 31st December 2022

Trustees' Annual Report

The Trustees are pleased to present their Annual Report together with the consolidated financial statements of the charity for the year ending 31 December 2022.

Objectives and Activities

The purposes of the charity are:

For the public benefit in Pudsey and its surrounding areas, the relief of those in need by reason of age, ill health, disability, financial hardship or social disadvantage by the provision of a range of social and community engagement services delivered with a Christian ethos.

We achieve this through a range of services and groups which are delivered to people treated equally on the basis of gender, age, disability, religion, belief, sexual orientation, marital status or race.

Our primary locality of work is Pudsey and its surrounding areas – effectively the two council wards of Pudsey and Calverley & Farsley (including Pudsey, Calverley, Farsley, Swinnow, Tyersal, Rodley and Woodhall) but Reduce Reuse Kids' Clothes operates wider and welcomes customers from across Leeds Metropolitan Borough Area.

Our vision and service provision is detailed below.

Financial Review:

There were many struggles for the Project during our first long financial year of operation, including setting up as a charity, operating under social distancing restrictions, supporting volunteers, and the mental health struggles of staff and volunteers.

Financially in 2020-21 we were artificially very positive in our finances because of an imbalance of income over expenditure – both because of grants and donations coming in that wouldn't be spent until later, but also because of the closer working relationship with Pudsey Parish Church whose staff formed the first staff of the Project. In 2022 we have had a much more 'normal' year, and the staffing of the project has been internal, which means we have had a more closely balanced income and expenditure reflecting a move towards sustainable and regular operating post-covid.

We have been successful in establishing funding streams from donations and grants which we are grateful for that will enable us to continue to operate with confidence, continue to employ much-needed staff to coordinate our volunteers, and to develop the charitable work of the Project including the many costs of inhabiting our dedicated charity building. We close the financial year with a healthy balance which will enable continued work as funding streams become more competitive and financial support becomes restricted in the continuing cost of living crisis.

Total fund held at the end of the December 2022:

Unrestricted	106,000
Restricted Funds	<u>1,249</u>
Total	107,249

Reserves Policy

The Trustees have a reserves policy of ideally a minimum of three months of running costs, aside from restricted funds.

Achievement and Performance:

Our Vision: Pudsey Community Project exists to transform Pudsey and its surrounding areas (an area of 20,000 households) with and for the local community, especially for those who are most vulnerable and disadvantaged.

The following pages give an indication of the exciting work of the Project throughout 2022, as well as some indication of our hopes for 2023 and beyond.

Pudsey Community Project

Year Ended 31st December 2022

Trustees' Annual Report

Introduction

Pudsey Community Project are a local charity existing to transform Pudsey and its surrounding areas (normally the two council wards of Pudsey and Calverley & Farsley, an area of 20,000 households) with and for the local community, especially for those who are most vulnerable and disadvantaged.

That looks like emergency food aid through our six-days-a-week Pudsey Foodbank, sustainable food aid through Pudsey Community Pantry, a citywide preloved children's clothes scheme (Reduce Reuse Kids' Clothes), a popular weekly older people's lunch club, and three evenings of youth provision (youth games cafe, youth club, youth cookery skills). We hope to expand our youth provision towards 5 days a week, operate after school clubs and mental health support services and groups.

During 2021 we settled into our new building, a base for the Project at the corner of Fartown and Carlisle Road. We appointed new Trustees, new staff members and grew our valued team of volunteers.

We expanded our provision with the launch of our community pantry, seniors' lunch club and youth and children's work.

We were grateful to receive funding to enable our work including from the Household Support Fund, Sir George Martin Trust, Leeds Community Foundation, Sainsburys, and we are always hugely grateful for the support of our local community.

Charity Registration Number: 1191152



Highly commended at the Leeds Compassionate City Awards for Community Organisation of the Year

Pudsey Community Project

Year Ended 31st December 2022

Trustees' Annual Report

Pudsey Foodbank

Pudsey Community Project is best known for our foodbank, which has been running since the beginning of Covid-19 and covers Pudsey and Calverley & Farsley council wards. We deliver food parcels 3 or 4 days a week (down from 6 in 2021) and can usually respond within 24 hours as needed. We currently have 33 volunteers involved in making up or delivering parcels and collecting some of our food donations.

We provide clients with 4 weeks of emergency food aid but our aim is to signpost people to support to prevent them from needing food parcels in the future. This year we have worked on building relationships with other local organisations to signpost more effectively and if our clients are needing longer term support with food we invite them to join our community pantry. This has led to a decrease in demand for our foodbank, despite the cost of living crisis.

Our foodbank is still necessary but our aim is always to reduce the number of people needing it as we are now able to offer long term sustainable food provision which gives people dignity and choice.



Our food comes from FareShare and Rethink Food, as well as local supermarkets and public donations. This year we have increased the number of businesses who have collection points for us and have established new ways of accessing low cost food and toiletries. We are really appreciative of all the local support we have received throughout the year.

935 food parcels delivered in 2022 (down from 1349 in 2021)

37 households supported per month on average

100-150 individuals supported per month

Plans for 2023

To further develop our links in the community to ensure people know how to access our help or how they can support us
To continue to provide emergency support while decreasing use of our foodbank and increasing use of our pantry



Pudsey Community Project

Year Ended 31st December 2022

Trustees' Annual Report

Pudsey Community Pantry

In 2022 household food insecurity in the UK doubled according to The Food Foundation. To address this we launched our community pantry, designed to provide long term sustainable access to low cost food for people who are struggling with the cost of living. It was launched in June as part of the Your Local Pantry franchise and is run by a team of 22 volunteers. Members pay £3.50 each time they shop and choose around £20 worth of food, saving approximately £800 a year. We get most of our food at low cost through FareShare and Rethink Food and we buy in to fill the gaps. Our members tell us what items they would like to see in the pantry and provide feedback on how it is run, with 100% of those surveyed saying their experience was 'excellent'. We initially ran two sessions a week, adding a third in October and we plan to have four sessions in the new year due to increasing demand. We have around 100 members attending the pantry regularly and a few now volunteer with us as well. We also provide a friendly space for people to have a drink and chat while they wait to shop, and we can signpost members to other support.

Using the pantry has given me a bit of breathing room in my budget and made such a difference to my mental health. Thank you all for everything, I can't even begin to explain what a difference it's made.

You have reduced my food bill and provided an environment that is open and welcoming. Paying the £3.50 enables me to feel that I am buying rather than being given.



1151 shops since opening in June

132 current members (December 2022)

Visits have increased to approximately 60 per week since November, supporting around 240 individuals

Plans for 2023

- To increase to a fourth session as soon as necessary
- To introduce 'family membership' so larger families can pay more to do a larger shop
- To have more of our members volunteering at the pantry
- To develop low cost recipe sharing among our members
- To look at starting an additional pantry in a different location and/or delivering to those who can't get to us



Pudsey Community Project

Year Ended 31st December 2022

Trustees' Annual Report

Reduce Reuse Kids' Clothes



Being able to supply my son with clothes without having to go and purchase everything new has been fantastic and really saved me the worry of being able to afford a new wardrobe every 6 months - which really is vital when worried about the current financial situation. I really can't thank you enough for what you do for us, the community and the planet.

Our Kids' Clothes provision aims to save people money and help the planet by reducing fabric waste and encouraging people to reuse clothes instead of buying new. We accept donations and redistribute general clothes, coats and shoes for 0-12yr olds plus school uniform for all school ages. All clothes are free with the opportunity for customers to donate money or outgrown clothes if they wish to.

This year we have had a team of 13 volunteers opening for customers to browse every Monday to Friday morning during term-time plus 12 Saturday events. We have developed good links with The Leeds Uniform Exchange run by Zero Waste Leeds, running uniform stalls at the Leeds Breeze Events and participating in the Winter Coat Appeal. We have had stalls at 3 events at Pudsey Parish Church raising the profile of Pudsey Community Project and giving kids' clothes out to visitors.

Following the growth of our clothes scheme during 2022 we appointed a part-time paid worker from December to oversee the clothes provision and develop it further next year.

Approximately 1800 bags of clothes given out in 2022

200 coats given out as part of the Zero Waste Leeds Winter Coat Appeal (Oct-Dec)

182 children receiving clothes per month on average (compared to 74 in 2021)

495 items of school uniform given out at Leeds Breeze events



Plans for 2023

To be able to open to customers on Saturday mornings
To build stronger relationships with families in our local community, other charities and local businesses to continue to help people save money and help the planet



Pudsey Community Project

Year Ended 31st December 2022

Trustees' Annual Report

Pudsey Seniors' Lunch Club

We launched our seniors' lunch club in May with the aim of reducing social isolation among older people, particularly following the pandemic. We provide a two course meal and drinks for £3, making use of food from FareShare and Rethink Food. We currently have around 40 people attending weekly and in December we had Christmas dinners with a quiz and carol singing.

We have a dedicated team of eight volunteers who have built great relationships with our attendees. We regularly ask for feedback and it is encouraging to hear the positive difference the lunch club has made to people. Some of our attendees are now volunteering with us in our other projects.

In a survey of 25 regular attendees:

92% said the lunch club has led to an improvement in their mental health and wellbeing

**100% said the lunch club has led to an improvement in their social networks
(i.e. making new friends, feeling less isolated)**

880 meals served (May-December)

“

I bring my dad to the lunch club every week. It is his favourite part of the weekly schedule. It has made a great difference to him in meeting people and having things to chat about. Thank you for all that you do.

“

I lost my husband during covid lockdown and had sometimes felt lost in spite of having good family and friends. The senior's lunch club is wonderful for meeting people in a similar position. The food is always excellent and served by such lovely people who always raise a smile and a giggle.

Plans for 2023

Upgrade our kitchen so we can cater for more people
Launch a coffee & cake afternoon in the winter (January-March)

121 attendees in total (May-December)



Pudsey Community Project

Year Ended 31st December 2022

Trustees' Annual Report

Youth and Children's Work

**Pudsey Community Project
Youth & Children's Work**

Games Cafe
Come join us for board/card games and meet new friends
£1 entry

Tuesday
6-7pm for school years 4-6
7.15pm for school years 7-11

Thursday

Youth club
With snooker, air hockey, table tennis, wii, tuck shop
£1 entry

8 week cooking course, starting Monday after February half term
Sign up in advance essential

Pudsey Community Project, Fartown, LS28 8LP
For more information, or to register your child in advance, please contact naomi@pudseycommunity.org.uk

Covid-19 forced all youth work to stop, and since the pandemic our local community has expressed the need for more youth work in our area. We launched our youth and children's work in September with a Youth Café for 11-17s and Games Nights for school years 4-6 and 7-11. We have established a new team of 12 volunteers for youth work and are supported by Leeds Youth Services who have provided staff and equipment.

In November we appointed a youth worker (starting in January) to develop our youth work throughout next year. We are excited to relaunch in January with Games Cafes, Youth Clubs and Cooking Sessions. We will ask for feedback and ideas from our attendees and the wider community and will add further sessions as necessary.

We will continue to recruit more volunteers, develop our training for volunteers and promote our youth work more widely since having a youth work will add the capacity we need.

3 youth work sessions a week with around 20 children attending each week (Sept-Dec)



Plans for 2023

To launch youth clubs and cooking sessions at the beginning of the year

To expand further throughout the year with more evening sessions and after school clubs (ideas include a lego club particularly aimed at children with neurodiversity)



Pudsey Community Project

Year Ended 31st December 2022

Trustees' Annual Report

Trustees' Responsibilities

The 2011 Charities Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- Select suitable accounting policies and apply them consistently.
- Make judgments and estimates that are reasonable and prudent.
- Prepare financial statements on the ongoing concern basis unless it is inappropriate to presume that the trust will continue in existence.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Signed on Behalf of the Trustees

RICHARD J DIMERY

Name of Trustee

20/10/2023

Date of Approval

Pudsey Community Project

Year Ended 31st December 2022

Independent Examiners Report

I report to the trustees on my examination of the financial statements of Pudsey Community Project ('the charity') for the year ended 31st December 2022.

Responsibilities and Basis of Report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Nigel Wyatt BSC FCA
Independent Examiner
125 Main Street
Garforth
Leeds
LS25 1AF

Date:

Pudsey Community Project

Year Ended 31st December 2022

Statement of Receipts and Payments

		2022		16 months	
	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	2021 Total Funds £
Receipts					
Donations and legacies		31,892	19,556	51,448	116,770
Other income		1,940	-	1,940	
Transfer of charitable activities		15,000	-	15,000	25,300
Total Receipts	2	<u>48,832</u>	<u>19,556</u>	<u>68,388</u>	<u>142,070</u>
Payments					
Payments on charitable activities	3	48,268	21,674	69,942	33,489
Total Payments		<u>48,268</u>	<u>21,674</u>	<u>69,942</u>	<u>33,489</u>
Net Receipts / (payments)		<u>564</u>	<u>(2,118)</u>	<u>(1,554)</u>	<u>108,581</u>
Net Movement in Funds (Cash)					
Total funds (cash) brought forward		48,949	59,632	108,581	-
Transfers		56,265	(56,265)	-	-
Total Funds (Cash) Carried Forward	7	<u>105,778</u>	<u>1,249</u>	<u>107,027</u>	<u>108,581</u>
Funds Represented By					
General (nrestricted)		105,778	-	105,778	48,949
Restricted funds		-	1,249	1,249	59,632
	7	<u>105,778</u>	<u>1,249</u>	<u>107,027</u>	<u>108,581</u>

Signed on Behalf of the Trustees

Richard J Dimery

Name of Trustee

RICHARD J DIMERY

Date of Approval

20/10/2023

Pudsey Community Project

Year Ended 31st December 2022

Statement of Assets and Liabilities

As the accounts are prepared on a cash basis, there is no formal Balance Sheet or Statement of Financial Position. Instead a statement of assets and liabilities is outlined giving an indication of the charity's assets at the year end.

	2022	2021
	£	£
Current Assets		
Cash at Bank and petty cash	<u>107,026</u>	<u>108,581</u>
	107,026	108,581

Pudsey Community Project

Year Ended 31st December 2022

Notes to the Financial Statements

Basis of Preparation

The financial statements have been prepared on a cash basis when receipts and payments take place through the bank account or petty cash.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Fund Accounting

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or the term of specific appeal, often known as a 'special offering' in the charity.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources and the money has been paid.

Resources Expended

Expenditure is recognised on a cash basis when payments have been made through the bank account or by petty cash.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees' meetings and cost of any legal advice to trustees on governance or constitutional matters.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

Operating Leases

Rental charges payable under operating leases are charged on a straight line basis over the terms of the lease.

Taxation

The charity is exempt from tax on its charitable activities.

Pudsey Community Project

Year Ended 31st December 2022

Notes to the Financial Statements

2 Analysis of Receipts

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Donations and Legacies			
Donations	31,584	-	31,584
Gift aid	-	-	-
Grants	308	19,556	19,864
	<u>31,892</u>	<u>19,556</u>	<u>51,448</u>
Other Income			
Charitable activities	1,383	-	1,383
Room hire	450	-	450
Interest	107	-	107
	<u>1,940</u>	<u>-</u>	<u>1,940</u>
Transfer of Charitable Activities			
Transfer of charitable activities	15,000	-	15,000
	<u>15,000</u>	<u>-</u>	<u>15,000</u>
Total Income	<u>48,832</u>	<u>19,556</u>	<u>68,388</u>

	Unrestricted Funds £	Restricted Funds £	16 Months Total Funds 2021 £
Donations and Legacies			
Donations	14,746	-	14,746
Gift aid	-	-	-
Grants	11,174	90,850	102,024
	<u>25,920</u>	<u>90,850</u>	<u>116,770</u>
Other Income			
Charitable activities	-	-	-
Room hire	-	-	-
Interest	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Transfer of Charitable Activities			
Transfer of charitable activities	25,300	-	25,300
	<u>25,300</u>	<u>-</u>	<u>25,300</u>
Total Income	<u>51,220</u>	<u>90,850</u>	<u>142,070</u>

Pudsey Community Project

Year Ended 31st December 2022

Notes to the Financial Statements

3 Payments on Charitable Activities by Fund Type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Administration costs	9,222	-	9,222
Building costs	7,610	69	7,679
Communication	657	-	657
Community pantry	-	12,142	12,142
Food bank costs	706	-	706
Lunch club	-	1,488	1,488
Staff Salaries	28,547	7,975	36,522
Staff and volunteer related costs	964	-	964
Youth provision	562	-	562
	<u>48,268</u>	<u>21,674</u>	<u>69,942</u>

	Unrestricted Funds £	Restricted Funds £	16 Months Total Funds 2021 £
Administration costs	1,491	1,799	3,290
Building costs	-	3,314	3,314
Communication	780	-	780
Community pantry	-	-	-
Food bank costs	-	10,865	10,865
Lunch club	-	-	-
Staff salaries	-	13,808	13,808
Staff and volunteer related costs	-	1,432	1,432
Youth provision	-	-	-
	<u>2,271</u>	<u>31,218</u>	<u>33,489</u>

4 Independent Examination Fees

Fees payable to the independent examiner for:	2022	2021
	£	£
Independent examination and preparation of the financial statements	767	720

Pudsey Community Project

Year Ended 31st December 2022

Notes to the Financial Statements

5 Staff Costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022	16 Months 2021
	£	£
Wages and salaries	35,179	13,808
Social security costs	-	-
Employer contributions to pension plans	824	-
	<u>36,003</u>	<u>13,808</u>

The average head count of employees during the year was as follows:

	2022	2021
Average Head Count	3	1

No employees received employee benefits of more than £60,000 during the year.

6 Trustee Remuneration and Expenses

During the year no trustees received remuneration for their services to the charity or as employees.

During the year one trustee, R Dimery, incurred out of pocket expenses totalling £12,409 (2021: £11,901) which were incurred for the day to day running of the charity's activities. The types of expenditure included travel costs and reimbursed purchasing for charitable activities.

Pudsey Community Project

Year Ended 31st December 2022

Notes to the Financial Statements

7 Analysis of Charitable Funds

	1 Jan 2022 £	Income £	Expenditure £	Transfers £	31 Dec 2022 £
Unrestricted Funds					
General	48,949	48,832	(48,268)	56,265	105,778
Total Unrestricted	48,949	48,832	(48,268)	56,265	105,778
Restricted Funds					
Household support fund	-	10,500	(13,867)	3,367	-
Leeds Community Foundation	-	5,000	(5,000)	-	-
Leeds Council covid-19 hub grant	59,632	-	-	(59,632)	-
Lunch club	-	1,556	(1,488)	-	68
Sir George Martin Trust	-	2,500	(1,319)	-	1,181
Total Restricted	59,632	19,556	(21,674)	(56,265)	1,249
Total Funds	108,581	68,388	(69,942)	-	107,027
	4 Sep 2020 £	Income £	Expenditure £	Transfers £	31 Dec 2021 £
Unrestricted Funds					
General	-	51,220	(2,271)	-	48,949
Total Unrestricted	-	51,220	(2,271)	-	48,949
Restricted Funds					
Leeds Community Foundation	-	5,000	(5,000)	-	-
Leeds Council covid-19 hub grant	-	85,850	(26,218)	-	59,632
Total Restricted	-	85,850	(26,218)	-	59,632
Total Funds	-	137,070	(28,489)	-	108,581

Pudsey Community Project

Year Ended 31st December 2022

Notes to the Financial Statements

Fund Transfers

Leeds Council covid-19 hub grant	These funds were unrestricted by the grant giver, Leeds City Council, at end of grant period (31st March 2022).
Household support fund	General funds were transferred to support to the costs of the Household support project.

Fund Descriptions

Restricted Funds

Household support fund	Funds to support the work of the Pudsey Community Pantry.
Leeds Community Foundation	Funding from the Leeds Community Foundation's Harnessing the Power of Communities programme for resources towards the running of the foodbank.
Leeds Council Covid-19 hub grant	Funds from Leeds City Council to fund a local covid-19 hub in the local areas of Calverly, Farsely and Pudsey.
Lunch club	Grant funded by Public Health Leeds through Leeds Community Foundation to support the running of a warm space, providing hot drinks and company.
Sir George Martin Trust	Grant given for the salary costs of the clothes coordinator role and upgrades to the kitchen facilities.

8 Related Party Transactions

During the year the charity has received £16,900 (2021: £37,124) from Pudsey Parish Church. Pudsey Parish Church and Pudsey Community Project are related parties due to having mutual trustees: R Dimery, E Hudson, Louise Douglas and L and C Dunford-Kelk. The funding received from the church was donated and £15,000 paid as part of the transfer of charitable activities that was originally run by the Church while Pudsey Community Project was being established.

S Dimery, a close personal relative of R Dimery, received remuneration as an employee of the charity. The total remuneration received during the year including national insurance contributions was £502. S Dimery was appointed after transparent external recruitment according to the charities conflict of interest policy and her appointment was ratified by the Charity Commission.

PUDSEY COMMUNITY PROJECT

England & Wales - Charity number 1191152

Accounts

Registered Charity no. 1191152

Pudsey Community Project
Charitable Incorporated Organisation

Trustees Annual Report and Accounts

16 Month Period of Account to the 31st December 2021



Pudsey Community Project

16 Month Period of Account to the 31st December 2021

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Pudsey Community Project

16 Month Period of Account to the 31st December 2021

Legal and Administrative Information

Reference

The Charity is called "Pudsey Community Project". The organisation is registered as a Charitable Incorporated Organisation (CIO) with the Charity Commission for England and Wales and was registered on the 4th September 2020.

Registered Charity Number 1191152

Registered Office c/o The Vicarage
Vicrage Drive
Leeds
LS25 1BF

Trustees at 31st December 2022

Rev Richard Dimery
Chris Dunford-Kelk
Emma Douglas

Primary Bankers

CAF Bank Ltd
25 Kings Hill
West Mailing, Kent
ME19 4JQ

Independent Examiner:

Nigel Wyatt BSC FCA
Wyatt & Co Chartered Accountants
125 Main Street
Garforth
Leeds
LS25 1AF

Pudsey Community Project

16 Month Period of Account to the 31st December 2021

Statement of Receipts and Payments

The Trustees are pleased to present their Annual Report together with the consolidated financial statements of the charity for the year ending 31 December 2021.

Objectives and Activities

The purposes of the charity are:

For the public benefit in Pudsey and its surrounding areas, the relief of those in need by reason of age, ill health, disability, financial hardship or social disadvantage by the provision of a range of social and community engagement services delivered with a Christian ethos.

We achieve this through a range of services and groups which are delivered to people treated equally on the basis of gender, age, disability, religion, belief, sexual orientation, marital status or race.

Our primary locality of work is Pudsey and its surrounding areas – effectively the two council wards of Pudsey and Calverley & Farsley (including Pudsey, Calverley, Farsley, Swinnow, Tyersal, Rodley and Woodhall) but Reduce Reuse Kids' Clothes operates wider and welcomes customers from across Leeds Metropolitan Borough Area.

Our vision and service provision is detailed below.

Financial Review:

There were many struggles for the Project during our first long financial year of operation, including setting up as a charity, operating under social distancing restrictions, supporting volunteers, and the mental health struggles of staff and volunteers. However during this financial year, our finances were not our chief source of anxiety.

This was because we were able to locate significant amounts of funding for setting up, running and continuing our work due to our being at the heart of the covid response in Leeds. We also were well supported by Pudsey Parish Church and its members, and by individual members of the local community as well as businesses.

We recognise that this means we have had a very financially positive first year of operation, but also that this imbalance of income over expenditure will not be sustained through future years as we expect income and expenditure to be more closely balanced in 2022 and beyond. The much-appreciated funding we have built up in 2020-2021 will enable us to continue to operate with confidence, continue to employ much-needed staff to coordinate our volunteers, and to develop the charitable work of the Project including the many costs of our own building.

We close the financial year with a very healthy balance which will enable continued work as funding streams become more competitive and financial support becomes restricted in the cost of living crisis following the pandemic.

Reserves Policy

The Trustees have a reserves policy of ideally a minimum of three months of running costs, aside from restricted funds.

Pudsey Community Project

16 Month Period of Account to the 31st December 2021

Statement of Receipts and Payments

Achievement and Performance:

Our Vision: Pudsey Community Project exists to transform Pudsey and its surrounding areas (an area of 20,000 households) with and for the local community, especially for those who are most vulnerable and disadvantaged.

In 2020 to 2021 that looks like emergency food aid through our six days a week foodbank piloting a community pantry, and our citywide children's clothes scheme (providing preloved children's clothes to hundreds of children a year).

Pudsey Community Project began under the auspices of Pudsey Parish Church in the early days of the Covid-19 pandemic. As a response to the rising concern about the virus, and especially the prospect of lockdowns, the Church quickly began the community project with their own staff and a combination of church and community volunteers.

Pudsey Foodbank

The first expression of Pudsey Community Project was Pudsey Foodbank, which was started in three days just before the first lockdown. As the church building was forced to close its doors for Sunday worship, it instead hosted the Foodbank for six days a week where volunteers prepared food parcels each day for safe doorstep delivery to vulnerable households in Pudsey and its surrounding areas. Very soon afterwards we entered into a formal agreement with Leeds City Council to cover this area as one of the citywide Community Cares Hubs – specifically the two council wards of Pudsey and Calverley & Farsley, an area of about 20,000 households - strongly supported by Voluntary Action Leeds and working as a positive network of third sector organisations across the city, with each council ward covered.

This work through the heat of the covid pandemic and its subsequent peaks and troughs was mainly emergency food aid through parcels, but also involved supporting people with medicine, prescription pickup, befriending, advice, signposting to other services, and even putting older people's bins out. For those (mainly) older people who were able to pay for their food but shielding and unable to get out to supermarkets or find online delivery slots, we provided volunteers to shop for them and took payment by card over the phone.

Referrals came in through the Leeds City Council's covid phoneline, Leeds Welfare Support Service, CAB, schools and Children's Centres, individuals themselves, their neighbours, support workers, Job Centre staff, health care professionals and more.

We were fortunate at the beginning to be assisted by a large grant from Martin Lewis' Coronavirus Support fund as well as funding through the Community Cares Hub network through Leeds City Council.

The work of the Project remained under the aegis of the Church until, 5 months old, it became a charity (CIO) in its own right while still retaining the strong support of the Church including favourable hosting in its building which was still very much reduced in its own activities.

The Church staff (Vicar, Curate, Administrator, Children's Worker) gave half their time initially to running the Project, supporting dozens of volunteers who were packing food parcels, shopping, befriending, driving to deliver food parcels and more. In late 2020 we were successful in a grant bid from the Sir George Martin Trust to enable us to employ our first part time Pudsey Community Project employee – Jo Dean, our Foodbank Coordinator, who began in early 2021. This enabled the church staff to step back a little and concentrate more on their own work, as well as developing and strategizing better the work of the Foodbank.

Pudsey Community Project

16 Month Period of Account to the 31st December 2021

Statement of Receipts and Payments

Pudsey Foodbank helped thousands of people in this period – with emergency food aid parcels, Christmas support and much more. For this work we have been recognised by the Lord Mayor of Leeds and Leeds Compassionate City Awards, as well as being thanked by the Lord Lieutenant of West Yorkshire.

Pudsey Community Pantry

As the heat of the pandemic subsided into more complex ongoing restrictions, we became aware of the need to move from crisis management to sustainable support, recognising the danger of creating dependence in a context where so many support structures had been removed, and doing harm by doing good. Therefore we investigated (in conjunction with other charities and Leeds Food Aid Network) means of sustainable ongoing food aid as well as the emergency food aid of food parcels, and from November 2021 we began a pilot of Pudsey Community Pantry to provide this sustainable long term support with a view to working as a local charity franchise of My Local Pantry. This model of food aid feels more like a small local shop – it is contributory, with users paying £3.50 a week and getting £18-20 of food through subsidised donations. It adds choice, control, dignity and sustainability into the support we can offer individuals, and a route out of dependence on food parcels so we can support households without an end date.

Reduce Reuse Kids' Clothes

The third main strand of Pudsey Community Project is our childrens' clothes scheme. This work had begun as part of Pudsey Parish Church's work in summer 2019, mainly through their busy baby and toddler groups, and was brought under the umbrella of Pudsey Community Project when the pandemic began.

This scheme is a volunteer led clothes project collecting used good-quality childrens' clothes from newborn to 12 years old, including shoes and coats, and finding new homes for them with local families – like a specialist charity shop. The clothes are given without cost, but if people want to make a financial donation, it is given to the wider work of Pudsey Community Project. We also host the outer West Leeds School Uniform Exchange – with crates of primary and secondary school uniform from blazers and trousers to pumps and PE kit.

The scheme began with a few boxes and now has dozens of crates of clothes, and has supported hundreds of local families, many of whom have been struggling financially.

The scheme is deliberately called "Reduce Reuse Kids' Clothes" because we recognise the important environmental impact clothes reuse has, and so we know we are accessed by families wanting both to save money and save the planet simultaneously. This helps reduce the stigma of not buying new.

Other dimensions of work

During summer 2021, the Foodbank Coordinator left for fulltime employment and was replaced by Naomi Hill in autumn, and at the same time we also employed a part time Volunteer Coordinator in Victoria Pawson to recruit and support our many volunteers that all our work depends on.

As we began 2021 and covid restrictions were reduced, the Church needed to use its own building more and more (as more activities were permitted and their allowed numbers increased), and the Project needed to have its own space to work six days a week without impinging on others' activities – and so after months of administration Pudsey Community Project moved premises to a long-term base a few hundred metres away to Fartown Christian Fellowship. This building was a former church building whose congregation were not intending to meet onsite post-covid, and the Project rented the building from their denomination. This incurred significant extra costs such as refuse collection, licences and insurance, many of which will only be felt in 2022, but gave huge freedom in having a dedicated building from which to operate as suited our work best.

Pudsey Community Project

16 Month Period of Account to the 31st December 2021

Statement of Receipts and Payments

We have appreciated working both as Leeds City Council's Lead Third Sector organisation for delivering community support through the pandemic for our area, but also as part of a supportive network of third sector organisations around Leeds (meeting each month on Zoom) as a learning collective.


Trustees' Responsibilities

The 2011 Charities Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- Select suitable accounting policies and apply them consistently.
- Make judgments and estimates that are reasonable and prudent.
- Prepare financial statements on the ongoing concern basis unless it is inappropriate to presume that the trust will continue in existence.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees


.....

Richard Dimery

Name of Trustee

.....

Date:

21/12/2022

.....

Pudsey Community Project

16 Month Period of Account to the 31st December 2021

Independent Examiners Report

I report to the trustees on my examination of the financial statements of Pudsey Community Project ('the charity') for the year ended 31st December 2021.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Nigel Wyatt BSC FCA
Independent Examiner
125 Main Street
Garforth
Leeds
LS25 1AF

Date:

Pudsey Community Project

16 Month Period of Account to the 31st December 2021

Statement of Receipts and Payments

				16 Months Sep 2020 to Dec 2021		
				2021		
				Unrestricted	Restricted	Total
				Funds	Funds	Funds
				£	£	£
Note						
Receipts						
	Donations and Legacies			25,920	90,850	116,770
	Transfer of charitable activities			25,300	-	25,300
	Total Receipts	2		<u>51,220</u>	<u>90,850</u>	<u>142,070</u>
Payments						
	Payments on Charitable Activities	3		<u>2,271</u>	<u>31,218</u>	<u>33,489</u>
	Total Payments			<u>2,271</u>	<u>31,218</u>	<u>33,489</u>
	Net receipts / (payments)			<u>48,949</u>	<u>59,632</u>	<u>108,581</u>
Net movement in funds (Cash)						
	Total funds (Cash) brought forward			-	-	-
	Transfers			-	-	-
	Total funds (Cash) carried forward	7		<u>48,949</u>	<u>59,632</u>	<u>108,581</u>
Funds represented by						
	General (Unrestricted)			48,949	-	48,949
	Restricted Funds			-	59,632	59,632
		7		<u>48,949</u>	<u>59,632</u>	<u>108,581</u>

Richard Dimery

Name of Trustee:

Signed on behalf of the Trustees:

Richard J Dimery

Date of approval:

21/12/2022

Pudsey Community Project

16 Month Period of Account to the 31st December 2021

Statement of Assets and Liabilities

As the accounts are prepared on a cash basis, there is no formal Balance Sheet or Statement of Financial Position. Instead a statement of assets and liabilities is outlined giving an indication of the charity's assets at the year end.

	2021
	£
Current assets	
Cash at Bank and Petty Cash	108,581
	<u>108,581</u>

Pudsey Community Project

16 Month Period of Account to the 31st December 2021

Notes to the Financial Statements

Basis of Preparation

The financial statements have been prepared on a cash basis when receipts and payments take place through the bank account or petty cash.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Fund Accounting

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or the term of specific appeal, often known as a 'special offering' in the charity.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources and the money has been paid.

Resources expended

Expenditure is recognised on a cash basis when payments have been made through the bank account or by petty cash.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees' meetings and cost of any legal advice to trustees on governance or constitutional matters.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

Operating Leases

Rental charges payable under operating leases are charged on a straight line basis over the terms of the lease.

Taxation

The charity is exempt from tax on its charitable activities.

Pudsey Community Project

16 Month Period of Account to the 31st December 2021

Notes to the Financial Statements

2 Analysis of Receipts

	Unrestricted Funds £	Restricted Funds £	16 Months Total Funds 2021 £
Donations and Legacies			
Donations	14,746	-	14,746
Gift Aid	-	-	-
Grants	11,174	90,850	102,024
	<u>25,920</u>	<u>90,850</u>	<u>116,770</u>
Transfer of charitable activities			
Transfer of charitable activities	25,300	-	25,300
	<u>25,300</u>	<u>-</u>	<u>25,300</u>
Total Income	<u>51,220</u>	<u>90,850</u>	<u>142,070</u>

3 Payments on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	16 Months Total Funds 2021 £
Administration costs	1,491	1,799	3,290
Building costs	-	3,314	3,314
Communication	780	-	780
Food Bank costs	-	10,865	10,865
Staff Salaries	-	13,808	13,808
Staff and volunteer related costs	-	1,432	1,432
	<u>2,271</u>	<u>31,218</u>	<u>33,489</u>

4 Independent examination fees

Fees payable to the independent examiner for:	2021
	£
Independent examination and preparation of the financial statements	720

Pudsey Community Project

16 Month Period of Account to the 31st December 2021

Notes to the Financial Statements

5 Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	16 Months 2021
	£
Wages and salaries	13,808
Social security costs	-
Employer contributions to pension plans	-
	<hr/>
	13,808

The average head count of employees during the year was as follows:

	2021
Average Head Count	1

No employees received employee benefits of more than £60,000 during the year.

6 Trustee remuneration and expenses

During the year Rev R Dimery incurred out of pocket expenses in his role of running the Charity and not as a trustee. The total expenses reimbursed was £11,901 during the year for the day to day running of the charity.

Pudsey Community Project

16 Month Period of Account to the 31st December 2021

Notes to the Financial Statements

7 Analysis of Charitable Funds

Unrestricted Funds

	4 Sep 2020 £	Income £	Expenditure £	Transfers £	31 Dec 2021 £
Unrestricted					
General	-	51,220	(2,271)	-	48,949
Total Unrestricted	-	51,220	(2,271)	-	48,949
Restricted Funds					
Leeds Council Covid-19 Hub Grant	-	85,850	(26,218)	-	59,632
Leeds Community Foundation	-	5,000	(5,000)	-	-
Total Restricted	-	90,850	(31,218)	-	59,632
Total Funds	-	142,070	(33,489)	-	108,581

Fund Descriptions

Restricted Funds

Leeds Council Covid-19 Hub Grant Funds from Leeds City Council to fund a local Covid-19 hub in the local area of Calverly & Farsely and Pudsey.

Leeds Community Foundation Funding from the Leeds Community Foundation's Harnessing the Power of Communities programme for resources towards the running of the foodbank.

8 Related party transactions

During the year the charity has received £30,565 from Pudsey Parish Church where Rev R Dimery and C Dunford-Kelk are also trustees. The funding received from the church was donations and £25,300 paid as part of the transfer of charitable activities that was originally run by the Church while Pudsey Community Project was being established.