

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

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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.

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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

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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

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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

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Statement of Receipts and Payments

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

Name of Trustee:

Richard Dimery

Signed on behalf of the Trustees:

Richard J Dimery

Date of approval:

21/12/2022

Pudsey Community Project

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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
	<hr/>
	108,581

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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.

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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

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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.

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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.