

The Keepers

Wotton Area Community Hub

The Keepers – Wotton Area Community Hub

Report of the Trustees and Annual Accounts

**for the period from inception 16th October 2020
to 31st December 2021**

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Charity information

Trustees:	Appointed at the inception of the charity on 16 th October 2020: Shaenna Loughnane (Chair) Gail Stephens Tuffee Katherine Brent Laura Britton-Griffiths Katharine Hearn Catherine Braun Appointed during the period: Nicola Petty (28 th July 2021)
Hub Manager	Emma Johnson (appointed 12 th April 2021, resigned May 2022) At the time of this report, Trustees were covering the post voluntarily and recruitment in place for a new Hub Manager
Registered Office:	The Keepers, Symn Lane, Wotton-under-Edge, Gloucestershire, GL12 7BD
Registered Charity Number:	1192121
Independent Examiner:	Keith Du-Rose 42 Longs View, Charfield, Gloucestershire GL12 8HZ
Bankers:	The Co-operative Bank plc, PO Box 101, 1 Balloon Street, Manchester, M60 4EP

Report of the Trustees

Overview

The Keepers is a community hub supporting the needs of residents of Wotton and surrounding areas, helping them to be more connected to the services, groups and professionals that can provide support for health, wellbeing or financial hardship issues. We host a number of professional organisations and classes, run our own drop-in café, cookery lessons and community garden, deliver essential food boxes at certain times of the year, have a dry food store and freezer, and signpost visitors to other groups and services for support.

When planning the charity's activities the Trustees follow the Charity Commission's guidance on public benefit. This is the Trustees' report for the period since the charity was incepted on 16th October 2020 to 31st December 2021.



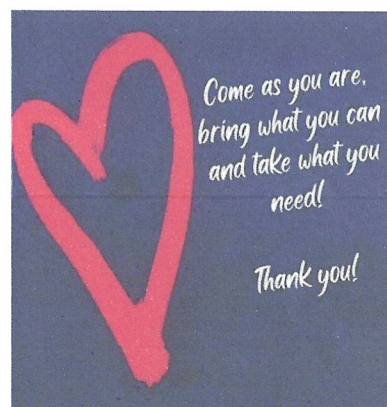
Report of the Trustees (continued)

Our purpose

The Keepers – Wotton Area Community Hub has grown from the volunteer-led Wotton Area Mutual Aid group (WAMA), which was set up to support people in Wotton-under-Edge and the surrounding area through the Coronavirus pandemic.

Although times were unusual due to Coronavirus, WAMA realised that many people had been struggling to connect with the right support services for a long time. Loneliness and isolation was increasingly mentioned and for some, affording regular healthy meals for themselves and their family was a real concern. As a result, a group of WAMA volunteers decided to create a more sustainable solution, and set up The Keepers – Wotton Area Community Hub.

A survey distributed to 6500 households, and completed in April 2021, identified the following needs of the community:



- Social isolation & loneliness
- Family support
- Meeting basic needs
- Community connection

The survey also helped refine the Hub's ultimate goal – we want our communities to be resilient, connected and supported – and our ethos is "Come as you are, bring what you can, and take what you need".

Report of the Trustees (continued)

Review of the period

Since the charity was set up by the Trustees in October 2020, a significant number of volunteers have been recruited and trained and people started working in our community garden at the start of 2021. Once restrictions were lifted, the Community Hub opened its doors on 19th July 2021. They were supported by the recruitment of two salaried positions, our Hub Manager in April 2021 and our Hub Co-ordinator in September 2021.

We now host a number of professional organisations, including Age UK Gloucestershire, Welcome Space run by the Independence Trust and their social prescribers, Teens in Crisis, Adult Education Gloucestershire and Infobuzz. We also run our own weekly drop-in café, craft and chat group, Qigong class, and strength and conditioning class for those with limited mobility.

People can pop in and chat with our volunteers and we have a community garden for people to plant, weed, tend or pick our herbs and vegetables, or just sit and relax. We are able to refer people to the local Foodbank, have a dry food store and run a community freezer containing frozen meals available on a pay-as-you-feel basis. We host activities for children in receipt of free school meals and provide meals at Christmas and Easter for those that need them.



Report of the Trustees (continued)

Looking forward

Moving into 2022 our focus will be on continuing to develop the Hub in line with our purpose and the needs identified in the survey completed.

One of our projects currently underway is the complete revamp of our kitchen with the aim of delivering food for the freezer and the weekly café, as well as providing training on the preparation of simple, low-cost, nutritious meals. In conjunction with the community garden, we aim to use the gardening, cooking and sharing of food as a platform to build confidence and skills, improve health, help manage a budget, make community connections and reduce social isolation.

Two other initiatives now underway are the introduction of computers and tablets – for training purposes, as well as for general use by visitors while at the Hub – and the engagement of a Wellbeing Gardener as a pilot.

We have also been approached by a number of local peer to peer support groups – including parent support and a group for neurodiverse adults and parents.

We are proud of the work that has been achieved over the past year, but we are aware that these services are only available for those who can walk (or have transport) to The Hub and we aren't reaching those who may need support from the surrounding villages. We are located in a rural area of Gloucestershire - right on the border with South Gloucestershire, in an area that is often ignored. In 2022, we will look at ways to meet the needs of the surrounding villages, including the recruitment of an Outreach Co-ordinator who will start by engaging with organisations and individuals in surrounding villages to assess their needs and how The Keepers could support them. We will then be able to respond to this assessment – this may be running our own outreach activities, satellite hubs, supporting groups already working there, or a mix of all three.

Report of the Trustees (continued)

Financial Review

Although 2020 and 2021 were challenging due to the COVID-19 pandemic, it was a very successful period financially due to the generosity of our many donors, local supporters and grantors.

Although the charity commenced on 16th October 2020, the initial months were focused on securing grants and recruiting a Hub Manager and volunteers. Our main expenditure is the salaries of the part-time Hub Manager appointed in April 2021 and the part-time Hub Co-ordinator who was appointed in September 2021 to work on a fixed-term basis until the end of December 2021 to cover a period of sickness of the Hub Manager.

In our first financial accounting period which ended on 31st December 2021, we had an income of £77,963 and expenditure of £29,141, resulting in net income of £48,822. Of this net income, £8,232 relates to unrestricted funds, £2,000 relates to our operational reserve, and the remaining £38,590 on restricted funds from grants and donors to be spent on salaries and projects in 2022 and beyond.

Report of the Trustees (continued)

Reserves Policy

Our reserves policy is set to ensure that our work is protected from the risk of disruption at short notice due to a lack of funds, whilst at the same time ensuring that we do not retain income for longer than required. The trustees have determined that the Charity needs free reserves for the following purposes:

- To manage the risk of unforeseen emergency or other unexpected need for funds
- To protect against unforeseen income fluctuations
- To provide income for the effective running of the organisation and manage fluctuations in expenditure levels and unforeseen operational costs
- To protect against unforeseen expenditure
- To ensure the charity has enough income to cover wind-down costs – including 3 months operational costs.

Based on the above policy, the trustees calculate that a desirable level of free reserves would be £2,000 – to be reviewed at each monthly meeting. If free reserves exceed £30,000, we will plan to utilise these funds to further our charitable activities.

Report of the Trustees (continued)

Structure, governance and management

Governing document

We became registered as a charitable incorporated organisation on 16th October 2020.

Governance

The trustees meet on a mostly monthly basis to approve the strategy, and review the finances, policy and governance of the charity. Day-to-day implementation and management is delegated to Gail Stephens Tuffee (Operations Trustee), Shaenna Loughnane, (Chair of Trustees), and the Hub Manager.

The trustees who served during the year are listed on page 3. New trustees are appointed as necessary by a resolution of the majority of existing trustees. New trustees are recruited following a skills audit and period of open recruitment. They are then inducted both formally and informally. This includes meetings with the Chair of Trustees and other trustees in advance of their first trustees meeting. They are also supplied with information from the Charity Commission concerning best practice and advice for new trustees.

There are two conflicts of interest:

1. Shaenna Loughnane and Gail Stephens Tuffee are sisters. This is managed by Gail Stephens Tuffee not having access to the bank account and by key decisions being taken by a majority of trustees.
2. Shaenna Loughnane is also the Landlord. This is managed by Shaenna Loughnane being absent from any discussions regarding the building, rent payments, etc.

Report of the Trustees (continued)

Management responsibilities

Overall day-to-day management responsibilities were undertaken by Gail Stephens Tuffee (Operations Trustee), Shaenna Loughnane (Chair of Trustees), both on a voluntary basis, and the employed part-time Hub Manager. A Hub Coordinator was employed on a fixed-term basis (from September to December 2021) to support the trustees during a period of sickness absence by the Hub Manager from July 2021 until December 2021.

There are a number of volunteer receptionists who manage the reception area and café on a day-to-day basis.

The pay of the Hub Manager and Hub Coordinator is reviewed annually and benchmarked against pay levels in other charities of a similar size and where possible aim to set remuneration levels at an average of the range paid for similar roles.

Major risks

The trustees actively manage a risk register which is reviewed at the monthly meetings. Mitigating steps are reviewed and taken. Major risks to which the charity is exposed, as identified by the trustees, are:

- People – maintaining the current staff team, and finding the right number of experienced volunteers whilst maintaining commitment to the values of the charity. There is seen to be an over-reliance on a small number of Trustees.
- Governance – safeguarding risks as all volunteers and staff come into regular contact with children and adults at risk.
- Financial – over-reliance on grants. An increase in utility bills.
- Operational – a rented, rather than owned building. Reputational risk if other groups use the facilities.

Statement of trustees' responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the financial activities of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent examiner

The independent examiner, Keith Du-Rose, has expressed his willingness to continue in office and a proposal for his re- appointment will be made at the Annual General Meeting.

On behalf of the trustees:

Signature:



Date: 6.9.22.

Shaenna Loughnane, Chair of Trustees

Independent examiner's report to the trustees of The Keepers – Wotton Area Community Hub

I report to the trustees on my examination of the financial statements of The Keepers – Wotton Area Community Hub (the Charity) for the period ended 31 December 2021.

Responsibilities and basis of report

As the trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act). I report in respect of my examination of the Charity's accounts carried out under section 145 of the 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 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 accounts do not accord with those records; or
3. The accounts 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.

Signature: 

Date: 6/9/22

Keith Du-Rose
42 Longs View, Charfield, Glos. GL12 6HZ

The Keepers – Wotton Area Community Hub
Statement of financial activities for the period ended 31 December 2021

	Note	Unrestricted funds £	Restricted funds £	Total funds £
Income				
Income & endowments from:				
Donations & legacies	3	14,001	62,885	76,886
Other trading activities	4	1,077	-	1,077
Total income		15,078	62,885	77,963
Expenditure				
Expenditure on:				
Raising voluntary income	5	1,126	120	1,246
Charitable activities	6	3,720	24,175	27,895
Total expenditure		4,846	24,295	29,141
Net income/(expenditure)		10,232	38,590	48,822
Gross transfers between funds	11	-	-	-
Net movement in funds		10,232	38,590	48,822
Reconciliation of funds				
Total funds brought forward		-	-	-
Total funds carried forward		10,232	38,590	48,822
		10,232	38,590	48,822

All income and expenditure is derived from continuing activities.

The charity has no recognised gains or losses for the year other than the results above.

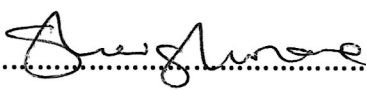
The notes on pages 16 to 23 form an integral part of these financial statements.

The Keepers – Wotton Area Community Hub

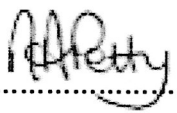
Balance sheet at 31 December 2021

	Note	£	£
Current assets			
Debtors		-	
Cash at bank and in hand	9	49,026	
		<u>49,026</u>	
Creditors: Amounts falling due within one year	10	(204)	
		<u></u>	
Net current assets			48,822
Net assets			<u>48,822</u>
 The funds of the charity:			
Restricted income funds	11		38,590
Unrestricted income funds	11		10,232
			<u></u>
Total charity funds			<u>48,822</u>

Approved by the trustees and signed on their behalf by:



 Shaenna Loughnane
 Chair of Trustees



 Nicola Petty
 Trustee

Date: 6.9.22.....

The notes on pages 16 to 23 form an integral part of these financial statements.

The Keepers – Wotton Area Community Hub

Notes to the financial statements for the period ended 31 December 2021

1 General information

The Keepers – Wotton Area Community Hub is a charity, established as a Charitable Incorporated Organisation on 16 October 2020. The address of the registered office is provided in the Charity information section on page 3. Details of the charity's operations are provided in the Report of the Trustees.

2 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements are prepared on a going concern basis under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - Charities SORP (FRS 102) and the Charities Act 2011. The accounts include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 11.

The Keepers – Wotton Area Community Hub

Notes to the financial statements for the period ended 31 December 2021

2 Accounting policies (continued)

Income

Voluntary income, including donations and grants that provide core funding or are of a general nature, is recognised where there is entitlement, it is more likely than not that the trustees will receive the resources and the amount can be measured with sufficient reliability. Gifts and services in kind are included at their estimated open market valuation.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Expenditure

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to the expenditure and the amount of the obligation can be measured with reasonable certainty. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of raising funds are the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

The Keepers – Wotton Area Community Hub
Notes to the financial statements for the period ended 31 December 2021

2 Accounting policies (continued)

Governance and support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Debtors

Debtors (including trade debtors) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Pensions

The charity operates a defined contribution pension scheme for its employees.

Going Concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

The Keepers – Wotton Area Community Hub
Notes to the financial statements for the period ended 31 December 2021

3 Income from donations & legacies

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Individuals	12,016	1,765	13,781
Corporate	-	-	-
Gift aid tax reclaimed	335	-	335
	12,351	1,765	14,116
Grants			
Barnwood Trust	-	3,370	3,370
Stroud District Council	1,650	20,000	21,650
Gloucestershire County Council	-	20,000	20,000
National Lottery	-	10,000	10,000
People's Postcode Lottery	-	5,000	5,000
Mid Counties Co-operative	-	250	250
Arnold Clark	-	2,500	2,500
	1,650	61,120	62,770
	14,001	62,885	76,886

4 Income from other trading activities

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Severn Lottery	1,017	-	1,017
Room hire	60	-	60
	1,077	-	1,077

The Keepers – Wotton Area Community Hub
Notes to the financial statements for the period ended 31 December 2021

5 Costs of raising voluntary income

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Publicity & fundraising costs	1,106	120	1,226
Platform collection fees	20	-	20
	1,126	120	1,246

6 - Charitable activities

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Grant funded activities	-	7,236	7,236
Non-grant funded activities	1,458	-	1,458
Support costs	2,262	16,939	19,201
	3,720	24,175	27,895

7 Support costs

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Employment costs	-	16,939	16,939
Office expenses	2,262	-	2,262
Bank charges	-	-	-
	2,262	16,939	19,201

Employment costs in the period were fully funded by a grant.

The Keepers – Wotton Area Community Hub

Notes to the financial statements for the period ended 31 December 2021

8 Employee remuneration

No trustees received any remuneration or expenses during the period. The costs of the remaining staff were as follows:

	£
Wages and salaries	16,690
Social security	-
Pension costs	249
	<u>16,939</u>

No employee earned more than £60,000 during the period.

	Number
Average full time equivalent number of staff employed	0.6
Average number of staff employed (number)	1

As at end December 2021, there were 35 regular volunteers working each week.

9 Cash at bank and in hand

	£
Bank account	48,836
Petty cash	190
	<u>49,026</u>

The Keepers – Wotton Area Community Hub
Notes to the financial statements for the period ended 31 December 2021

10 Creditors: Amounts falling due within one year

	£
Trade creditors	-
Taxation & social security	174
Pension	30
	204

11 Analysis of funds

	Incoming resources £	Resources expended £	Transfers £	C/Fwd 31/12/21 £
Restricted funds				
Salary grant	20,000	(14,234)	-	5,766
Kitchen grant	20,000	-	-	20,000
Plant to plate grant	10,000	(618)	-	9,382
Garden grant	5,000	(4,647)	-	353
Set up grant	3,370	(3,370)	-	-
Food grant	2,500	(523)	-	1,977
Food donation	1,000	-	-	1,000
Garden donations	765	(693)	-	72
Café grant	250	(210)	-	40
	62,885	(24,295)	-	38,590
Designated funds				
Operational reserve	-	-	2,000	2,000
General funds				
Unrestricted funds	15,078	(4,846)	(2,000)	8,232
	15,078	(4,846)	-	10,232
	77,963	(29,141)	-	48,822

The Keepers – Wotton Area Community Hub

Notes to the financial statements for the period ended 31 December 2021

11 Analysis of funds (continued)

Designated funds

At the end of the year there was an operational reserve fund of £2,000 to ensure there are sufficient funds to cover at least three months of operational costs including salaries where there is not a grant to cover them. The operational reserve fund balance is reviewed at every trustees meeting.

Restricted funds

Monies were received from donations and grants for specific purposes.

12 Net assets by fund

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Current assets	10,436	38,590	49,026
Creditors: Amounts falling due within one year	(204)	-	(204)
Net assets	10,232	38,590	48,822

13 Related party transactions

Donations totalling £240 were made by 2 trustees during the year.

The Chair of Trustees, Shaenna Loughnane, and her husband own the offices occupied by the charity. Rent and utility costs were not charged.