



## **The Hub at Westhoughton Charitable Incorporated Organisation**

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## **The Hub at Westhoughton Charitable Incorporated Organisation**

### **Reference and Administrative Details**

<b>Chairman</b>	Miss Lynne Traynor
<b>Trustees</b>	Mr David Chadwick
	Mrs Anna-Marie Watters
	Mrs Lesley Monks
	Miss Lisa Walton
<b>Management Team</b>	Jayne Oakley
	Anna-Marie Watters
<b>Principal Office</b>	The Hub at Westhoughton, Central Drive, Westhoughton, BL5 3DS
<b>Charity Registration Number</b>	1195149

# **The Hub at Westhoughton Charitable Incorporated Organisation**

## **Trustees' Report**

### **Chairs Statement**

**Year ending 31<sup>st</sup> March 2023**

Following the Covid pandemic in 2021/2022 the charity has maintained its vital role in the community providing a wide range of services to the residents of Westhoughton and surrounding area. There is a far greater need more than ever, as a large amount of people have accessed our services and activities within the centre. There have been a limited number of other organisations within the area that meet the needs of a diverse population with most services providing a restricted service or concentrating on a certain cohort of people. The services we provide have grown dramatically and are well supported by the residents and wider community. These new services have provided us with the opportunity to become more resilient.

Due to overwhelming changes this year, we have continued to grow and flourish, ensuring that we continue to meet the challenges and needs of a growing community in the heart of Westhoughton. We are proud of our excellent range of health and wellbeing groups, children's activities supported by qualified individuals who work with all ages and our activity with external partners.

Our presence in Westhoughton and surrounding areas has grown and we now have a footfall of around 2500 people a week using the centre. Our team of staff and volunteers have made the centre the place it is today and I am proud to be the chair of an excellently run centre who are culturally diverse and understand the community they deal with. Their approach to the work they do means they are quickly adaptable to a range of situations that can occur quickly.

I look forward to working with my fellow trustees, staff and volunteers. Collectively, we have seen the centre grow from what was originally a small constituted community group into a successful and vibrant charity. The wide range of skills, experience and abilities from the staff and volunteers allows the charity to thrive. I commend this report and wish the team at The Hub at Westhoughton, customers and groups my warmest wishes in the future.

**Lynne Traynor**

**Chair – The Hub at Westhoughton CIO**

**30<sup>th</sup> March 2023**

# **The Hub at Westhoughton Charitable Incorporated Organisation**

## **Financial Report**

### **Treasurer's Report**

I am pleased that we have continued to build on our finances, activities and programme of works into our new financial year. This means we have the resources to keep our doors open for the foreseeable future, with the income moving in the right direction from bookings and future external funding plans are starting to take shape, we have welcomed 6 new groups to the centre which generate further income streams to support the stability of the centre/charity.

I am confident we will have an even strong year ahead with an improved building/facilities and programmes of activity for all the community to enjoy.

**Lisa Walton**

**Treasurer – The Hub at Westhoughton CIO**

# **The Hub at Westhoughton Charitable Incorporated Organisation**

## **Trustees' Report**

### **Objectives and activities**

#### ***Objects and aims***

The Hub at Westhoughton CIO was set up in July 2021, following 4 year resident-led community organisation. Research, including a community audit, consultation, and negotiation with Bolton Council. As a local Charity the CIO's purpose is to enable the community to manage, promote, hire-out, maintain and improve these community sports/recreational facilities. These comprised 12 classrooms and a large internal space with an outdoor play area, cafe, an outdoor play area and access to football pitch and adjacent land, all of which are owned by Bolton Council. Community management of these facilities aims to: increase usage; widen the range of activities on offer to meet the local interests, to suit all ages and needs; become a hub for the delivery of community support services; and seek to become sustainable and ideally, eventually, to become self-financing.

#### ***Objectives, strategies and activities***

The Hub at Westhoughton CIO has a full time Chief Executive, part time Centre Manager, 2 part time caretaking/cleaning staff and full time catering assistant, to deliver the day to day management and care of the Centre.. The CIO will encourage the use of these facilities in ways which promote community self-help action, which broaden what is on offer within the Westhoughton area, and which seek to deliver activities to meet locally identified needs. We have plans to deliver outdoor activities over the next 12 months and the possibility of acquiring the adjacent buildings on this site becoming the primary tenant on the site.

#### ***Public benefit***

To advertise and encourage the use/hire of these community facilities to offer a diverse range of community social, active leisure, recreation, self-help support, and sports activities for all ages; to bring people together to break social isolation; to encourage people to become active in the community by either starting/advertising new activities or by joining in existing classes; to promote volunteering at, or involvement with the Centre, for the mutual benefit of the individual and to help the sustainability of the Centre for residents in Westhoughton and neighbouring communities; to apply for small grants to enable the Centre to initiate new activities to meet specific needs that have been identified from community consultation or proposed for delivery. The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### ***Social investment policies***

This is currently being developed. Our priority has been to address the problems due to the age of the building and components within it reaching the end of their life, so requiring replacement and upgrading to ensure the Centre offers is attractive and welcoming to its users; is fit for purpose; and meets all health and safety standards. Our longer term aim is for local residents to see the Centre as

a 'place for them' as 'their' Community Centre and for it to become a hub for the delivery of a range of community out-reach services.

### ***Grant making policies***

The Hub at Westhoughton CIO is a small local charity. As at March 2021, due to the problems with opening the bank account the CIO did not apply for any funding in the name of the CIO. This has changed for 2022-2023 financial year. This has allowed the CIO to be working to benefit specific interest or special needs groups within Westhoughton and its surrounding communities.

### ***Use of volunteers***

The Trustees are all local residents who want community management to succeed as a way to get the most use from these existing community facilities, to bring people together locally, to offer activities and services to meet local needs, and for the Centre to become a local community focus/hub to enrich/benefit Westhoughton and surrounding communities. The Trustees are encouraging other people to get involved by offering their time, skills and interests as active volunteers to raise awareness of the Centre and what it can offer, to help to organise community events and activities to bring more people into the Centre, to network, to identify un-met local needs, and to collectively enhance the quality of life for residents in and around Westhoughton. This will take time to achieve. We currently have 20 volunteers.

### ***Financial review***

#### ***Policy on reserves***

For the year 2022-2023, The Hub at Westhoughton have a balance of £5822.89, due to problems. We are also working alongside Bolton MBC to address the asset transfer of the building which will allow the CIO to apply for funding in relation to capital and also within the social enterprise area. Currently Bolton MBC carry out 25% of the repairs of the building which is over 100 years old. Any reserves at the end of each year will be re-invested into the capital of the building and maintaining the employment of the current staff within the CIO – the trustees are aiming to hold a 3 month surplus as a minimum standard for reserves within the following financial year of 2023-2024.

#### ***Plans for future periods***

Going forward we plan to complete some renovation and improvements to the interior and exterior of the building and site. There may be a potential to acquire the other buildings on the site as we are the biggest organisation currently on the site with active use, this includes the use of a large football field that can provide a wide breadth of activities to meet the community's needs. We will look into developing more outdoor recreational land to be used by sports groups including rounders, running, cycling and walking football. We are planning to recruit more staff as we enhance and increase our health and wellbeing offer. We have a full programme of activity now for the over 50s and will look to add to this with a new programme of activity for younger children. Moving into 2023/24 we are developing the role of the charity as we start to move away from managing the building to providing a wide range of activities and project management to different programmes of work.

### ***Going concern***

At this stage, Trustees felt that the income was being managed effectively according to the needs of the CIO. In the financial year 2022-2023 the CIO is self sufficient based on its own activities and

room hire, without having to rely on funding or grant income, but do recognise that such funding would enable growth in the organisation and provide a wider range of opportunities and activities for the community of Westhoughton and surrounding areas.

### ***Structure, governance and management***

#### ***Nature of governing document***

The first Trustees of The Hub at Westhoughton CIO discussed and agreed the constitution of the organisation during 2021 with advice from Bolton CVS. It was finalised in 2021 for submission to the Charity Commission. It is based on the CIO 'Foundation' model constitution. The Hub at Westhoughton CIO was set up as a Charitable Incorporated Organisation, based on the Foundation model.

#### ***Recruitment and appointment of trustees***

The Hub at Westhoughton CIO Trustees must be appointed in line with the governing document of the CIO. The Hub at Westhoughton CIO, trustee vacancies will be advertised for when required and respond to applications of interest to be considered as a Trustee.

#### ***Induction and training of trustees***

The Hub at Westhoughton CIO will provide initial training and information, when the draft constitution was put together both from within its own Trustees with relevant expertise and externally. This will be repeated for new Trustees. The Hub at Westhoughton CIO is a member of Bolton Council for Voluntary Services. Individual Trustees have taken part in relevant training. BCVS regularly advertises Trustee, staff and volunteer training opportunities. Trustees have taken part.

#### ***Organisational Structure***

The Hub at Westhoughton CIO, works in partnership with: Bolton Council and BCVS who advise and support charitable and voluntary organisations: consultation with the users of the Centre: other agencies to develop local networks, volunteering and working relationships to mutual benefit.

#### ***Major risks and management of those risks***

##### ***Increase of self earned income.***

The principle risk facing the charity in its first year was the ability to apply for funding in the name of the charity due to ongoing problems obtaining the bank account, this resulted in a 0 balance in the first year for the CIO. However, the new bank account was opened in July 2022 which meant the CIO was able to apply for grants and funding in the name of the CIO.

We are currently working with Bolton MBC in the process of the asset of the building being taken over by the CIO. This is taking a lot more time than firstly envisaged due to including the large sports field attached to the buildings, this will be done strategically with our partners Bolton MBC and Bolton CVS, which will enhance the income streams to the CIO. To secure additional grant funding to enable The Hub at Westhoughton CIO to achieve at least a breakeven position year on year. The Hub at Westhoughton CIO will continue to be dependent on the willingness of volunteers to assist to enhance what the paid staff and Trustees can deliver/achieve in widening the appeal of and the offer at the Centre.

# **The Hub at Westhoughton Charitable Incorporated Organisation**

## **Trustees' Report**

### ***Statement of Trustees' Responsibilities***

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations. The law applicable to charities 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 incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material 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 business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees 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.

The annual report was approved by the trustees of the charity on 31.3.23 and signed on its behalf by:

  
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Ms L Traynor

Chairman and Trustee

<b>STATEMENT OF FINANCIAL POSITION</b>	
<b>YEAR ENDED MARCH 31ST 2023</b>	
	<b>ASSETS</b>
<b>Cash and Equivalents</b>	<b>57995.64</b>
	<b>LIABILITIES AND NET ASSETS</b>
<b>Accounts payable and accrued expenses</b>	<b>48379.06</b>

