

# Trustees' Annual Report

March 2025

## PARK LANE COMMUNITY HUB CIO

Registered Charity Number 1200806

### 1. Reference and Administrative Details

In accordance with Charity Commission guidance, all reports must include the charity's name, registration number, address and trustee details.

[\[gov.uk\]](https://www.gov.uk)

**Charity Address:** PLCC Park Lane West Bromwich B21 8LE

#### Trustees

| Name                  | Role    | Date of appointment | Other trusteeships | Reporting status of other trusteeships |
|-----------------------|---------|---------------------|--------------------|----------------------------------------|
| Clifton Roland        | Chair   |                     | None on record     |                                        |
| Rev George Brown      | Trustee |                     | None on record     |                                        |
| Cherry Williams       | Trustee |                     | None on record     |                                        |
| Delroy Joseph Wilkins | Trustee |                     | None on record     |                                        |
| Audrey Brown          | Trustee |                     | None on record     |                                        |

**Governing Document:** [e.g., Constitution adopted on...]

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### 2. Structure, Governance, and Management

This section is required in both simple and full trustee reports. It must outline how the charity is managed and how trustees are appointed.

[\[gov.uk\]](https://www.gov.uk)

#### Recruitment & Training

New trustees receive an induction in governance requirements, safeguarding and their legal responsibilities.

## Management

The charity is volunteer-led, with operational activities coordinated by a programme lead.

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### 3. Objectives and Activities

As required under the Charities SORP, Trustees must explain the charity's purposes as set out in its governing document and the activities carried out to further those purposes. [\[8270561.fs...nt-na1.net\]](#)

#### Charitable Purpose

To improve the wellbeing and independence of older adults and vulnerable adults through social connection, creative activity, lunch services and practical support.

#### Activities Delivered

- Weekly **knitting and sewing groups**
- **Community lunch provision**
- **Support services** including wellbeing checks, signposting, and informal advocacy
- **Craft and social activity sessions**
- Seasonal events and outings

These activities directly further the charity's purpose by reducing isolation, promoting mental and physical well-being, and strengthening community belonging.

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### 4. Public Benefit Statement

Trustees must confirm they have had regard to the Charity Commission's public benefit guidance. [\[8270561.fs...nt-na1.net\]](#)

The Trustees confirm that in planning and delivering activities, they have complied with their duty to consider the Charity Commission's guidance on public benefit.

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### 5. Achievements and Performance

SORP requires reporting on both outputs (what was done) and outcomes (difference made). [\[charitiessorp.org\]](#)

#### Achievements this Year

- Delivered **[48] knitting/sewing sessions**, averaging **10] attendees**

- Served **[2] nutritious community lunches**
- Provided wellbeing support to **[8] vulnerable adults**
- Organised **[0] community events/outings**

### **Outcomes**

Participants reported reduced loneliness, better mental wellbeing, increased confidence and improved daily functioning.

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## **6. Volunteer Contribution**

SORP 2026 requires charities to disclose the scale and nature of volunteer involvement. Even Tier 1 charities must report this. [\[krestonreeves.com\]](https://www.krestonreeves.com)

The charity relies heavily on volunteers who support:

- Meal preparation and serving
- Knitting and sewing instruction
- Activity planning
- Wellbeing support

Volunteers contributed an estimated **[96 hours]** this year.

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## **7. Financial Review**

Trustees must outline where money comes from and how it is used, including reserves policy and any debts. [\[gov.uk\]](https://www.gov.uk)

**Income:** £[450t]

**Expenditure:** £[100]

### **Main Expenditure Areas:**

- Activity materials (yarn, fabric, craft supplies)
- Lunch ingredients and catering supplies
- Venue hire and utilities
- Insurance and administrative costs

### **Reserves Policy**

In line with Charity Commission expectations, trustees maintain reserves sufficient for **3-6 months** of core expenditure.

**Restricted Funds:** [If applicable]

**No significant debts** were held at year end.

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## **8. Plans for Future Periods**

SORP requires explanation of planned future activities and how they support aims. [\[8270561.fs...nt-na1.net\]](#)

### **Planned Initiatives**

- Expand lunch service capacity to address increased demand
- Introduce new creative and wellbeing activities (crochet, digital literacy, gentle movement)
- Strengthen partnership work with local health and community agencies
- Develop targeted outreach to socially isolated older adults
- Seek additional grant funding to maintain sustainability